

14 January 2025

Dear Parent/Carer

Y10 Work Experience Monday 30 June – Friday 4 July 2025

Students in Y10 will have the opportunity to go out on work experience for the week Monday 30 June – Friday 4 July 2025. Work Experience is an important part of a Careers Education, Information, Advice and Guidance Programme. It gives students a valuable chance to work with a new range of people in a real working environment and provides an opportunity for students to gain new skills and networks.

Students will be expected to find their own placements to ensure that they are able to take part in work they are interested in and that may be relevant to their preferred future career. This shows added commitment and initiative on the part of the student and helps to build an all-round experience. All Saints cannot offer any 'ready-made' placements, we do however, have contacts with different businesses in a range of industry sectors and will assist students in finding appropriate Work Experience, where possible.

We are requesting that parents/carers help in a variety of ways. Perhaps your son/daughter could accompany you to work, or you have friends or family networks you could ask? Students will need to be proactive emailing, calling, or visiting workplaces to secure a quality placement. We would ask you to encourage them in their endeavours and we will provide templates for letters and emails on our website.

As soon as a placement has been secured, your son/daughter can log onto their Unifrog account and use the placement tool to log their Work Experience. For placement coordinator they are to select Mr Richardson and then fill in the form accordingly, this will allow the following to happen.

- Employers to send their Employers Liability Insurance through to All Saints
- Parents/carers to agree to your son/daughter attending the placement
- All Saints to review the details of the placement and agree to it taking place

All companies must hold a current Employers Liability Insurance (ELI), to enable to work experience placement to go ahead and this must be provided to All Saints before the placement commences. Without this we will not be able to allow the Work Experience placement to proceed.

Yours sincerely

Mr P Richardson
Careers Leader