

NL/PB/October 2024

Dear Parents/Guardians

**Re: Year 10 Work Experience 28<sup>th</sup> April – 2<sup>nd</sup> May 2025**

We're delighted to confirm our Y10 Work Experience dates in April/May 2025. The week is a fantastic and hugely beneficial opportunity for students to spend five days with an employer to gain an insight into the world of work.

Through work experience, students develop their problem solving, resilience and confidence. They will have the opportunity to work and communicate with adults and appreciate the variety of skills a given role requires. It will also give students an understanding of the independence and organisation required for working life.

In terms of arranging and allocating work experience placements, you'll understand that school has a limited supply available and so we always encourage students and families to secure their own placements where possible. Some brief information about this is outlined below and further detail about the whole process is contained in the additional documents you have received with this letter.

**What is a suitable placement?**

Providing we can carry out necessary risk assessments, health and safety, and insurance checks, then most work places will be suitable.

Placements are usually fairly local although further afield is possible so long as students can get to the workplace! Please note that school cannot cover transport costs for work experience.

It would be great for students to spend the work experience week in a role or career that particularly interests them but it is not essential. Wherever students have their placement, there will be valuable learning opportunities.

**Finding Your Own Placement**

Once you find a placement for your child, please complete a '**Students Own Placement**' form.

**Parental Agreement**

We will also require a '**Parental Agreement**' form to be completed for each child prior to the placement taking place. This will provide us with the most up to date medical information and emergency contact details for the placement week.

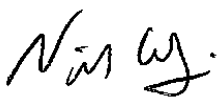
Both of these forms are available via **Edulink** - under the dark green 'Forms' icon. If you have any questions regarding this form, please email [workexperience@wallingfordschool.com](mailto:workexperience@wallingfordschool.com).

If you have not yet logged on to **Edulink** for the first time, then please could you contact [VLE@wallingfordschool.com](mailto:VLE@wallingfordschool.com) for further details as to ensure that you have access to these forms.

Please ensure both of these forms are completed by **Friday 17th January 2025**. This will allow enough time for paperwork to be emailed to the companies and ensure that necessary checks are completed. It is vital that all requested details are supplied. It is particularly important to make companies aware of how old your child is, as some will only take students aged 16 and over.

Finally, we are always looking for new organisations so if your workplace could offer us a placement, then please pass on their details to us and we will contact them directly.

Yours sincerely



Mr N Lamb  
Deputy Headteacher

*Sending every young person into the world able and qualified*