 September 2024

Dear Parents and Carers,

Following a very successful and extremely well attended work experience last academic year. I am thrilled to inform you that all of our current Year 10 students will again spend a week on work experience during term 6 of this academic year. This will enable students to gain valuable experience and have early exposure to the world of work. A work experience placement allows students to gain first-hand knowledge of a particular career pathway, a valuable insight into working practices.

The dates for work experience is week beginning: **Monday 23rd June – Friday 27th June 2025.**

In order for your child to get the most out of their work experience **students and families will need to start to plan now and approach businesses and employers**. **It is the students’, parents’ and carers’ responsibility to source a work experience placement.** Below are the steps needed to be taken to help achieve this.

1. Give some thought to the area of work that they would like to be in. Students are unlikely to find a placement in the exact job they wish to pursue as a career, but they can look for an experience in a field that interests them, e.g. retail, finance, education, the care sector.

2. Look at, and research the surrounding area and businesses that they might approach to request a placement.

3. Contact appropriate employers by phone or email and arrange a placement. Students should not be disheartened if they are not accepted by their first choice of establishment.

4. **The student, parent/carer and employer will need to complete the attached ‘Work Placement Form’ and return it to school via email at office@maidenhill.gloucs.sch.uk by Friday 14th February 2025.** The work placement form must be completed so that a thorough health and safety check, ideally four months prior to the work experience placement can be conducted and approved.

When considering placements, we advise that within the county is preferable. If your child wishes to take a placement outside of Gloucestershire, the **costs of a health & safety assessment would need to be borne by you as parents/carers**. This will be at an extra cost of at least £60. There may also be a charge for placements that are considered by our Risk Assessor to be high-risk and needing an additional visit; parents/carers will be notified in advance of any charges.

The positive feedback received from employers, parents and carers highlight what a great opportunity work experience is for our students and is valuable preparation for the world of work and life beyond Maidenhill School.

Further information, paper work and documents will be sent directly via email to parents and carers and will also be available as downloads on our school website.

If you have any queries, please contact Mr Clements [sclements@maidenhill.gloucs.sch.uk](mailto:sclements@maidenhill.gloucs.sch.uk)

Yours sincerely

**S. Clements**

Mr S Clements

Assistant Leader of Student Welfare and Guidance and Destinations Co-ordinator

