



January 2025

Ref: ARE/KMN

Dear Family

**Year 10 Work Experience Placement  
Monday, 30 June – Friday, 4 July 2025**

I am writing to inform you about the Academy's intention to offer all Year 10 students a work experience placement during the summer of 2025. This is a fantastic opportunity for your child and will support the development of their employability skills and career aspirations.

The placement will last for one week. The date of the placement is Monday, 30 June to Friday, 4 July. The aim of this week is to provide a variety of activities targeted to develop a range of skills and experiences to support both academic progress and employability skills.

Please complete the attached form to provide permission for your child to attend a work experience placement. It will be the responsibility of the family to ensure your child can travel to the placement during the week.

The Academy will provide support for your child in finding a placement but cannot guarantee that the placement will be linked to your child's career aspirations. I therefore recommend that you support your child in finding their own placement with suitable employers. This placement can be with family members or friends of the family. If you find your child's placement you would need to provide us with the details of the employer, so that we can perform the necessary checks for suitability. The deadline for submitting employer details for a placement found by families is Monday, 12 May 2025. The form that needs to be completed to provide details can be found on your child's Microsoft Teams channel. Paper copies of this form can also be provided. Students should request these from their tutor or Mr Reade.

We thank you in advance for supporting your child in this process. We hope you agree that they will not only benefit socially and academically but will also find it useful in helping them to shape their thoughts about their future careers.

If you have any further queries, please do not hesitate to contact me at the Academy.

If you are happy for your child to take part in this work experience placement, please click on the following [LINK](#) to complete the consent form.

Your sincerely

Mr T Reade  
**Senior Teacher**

Mr T Daly  
**Associate Principal**