

Dear Parent/Carer,

Year 10 Work Experience Placement - Monday 27th April to Friday 1st May 2026

As part of our Year 10 Careers and Personal Development Programme, we are proud to continue our commitment to work experience at Carr Manor Community School. During the week beginning **Monday 27th April**, we would like all pupils to undertake a five-day work experience placement.

Work experience is a vital opportunity for young people to:

- Gain a broader awareness of the world of work
- Learn how their skills and character can be applied beyond the classroom
- Develop economic understanding and independence
- Connect their studies to real-life pathways and future aspirations

What we're asking from families:

To help secure placements for all our pupils, we ask that you:

- **Discuss** with your child the type of placement they are interested in
- **Research and contact** organisations/employers directly to gain an agreement in principle
- **Share placement details** with school using the attached initial contact form

Once a placement is agreed in principle, school will carry out the necessary suitability and health and safety checks. We ask that all placements are identified by Friday 16th January 2026 to allow time for this process.

Your child will receive an example email/letter to help them approach employers professionally, along with guidance on how to tailor their message. This is part of their learning journey, developing communication, resilience and initiative.

Preparing for and reflecting on the experience

Through our Personal Development Programme, pupils will prepare for work experience by exploring topics such as health and safety, safeguarding and workplace expectations. They will also be supported by their Coach, who works closely with a small number of Year 10 pupils and will check in with their employer during the placement week.

During the placement, pupils will complete a daily log and reflection, focusing on character development and transferable skills. Employers will be invited to complete a short report, which pupils often use as evidence in their post-16 personal statements.

Once pupils return to school, they will take part in a structured debrief and follow-up programme, helping them apply their learning to future choices and celebrate their growth with peers and staff.

Key Dates:

- **Placement agreed in principle by:** Friday 16th January
- **Work experience week:** Monday 27th April – Friday 1st May

If you have any questions, please don't hesitate to contact your child's Coach. Thank you for your continued support in helping our young people take this important step in their journey.

Yours faithfully,



Mr. M Skinner
Acting Assistant Principal

**CMCS Year 10 Work Experience Placement - Monday 27th April to Friday 1st May 2026
INITIAL CONTACT FORM – PLEASE RETURN TO SCHOOL OFFICE By 16th January**

Information for agreement in principle for Year 10 Work Experience Placement

Child's Name

Parent / Carer Name

Parent / Carer Email

Parent / Carer Tel No

Initial contact key information

Employer Details - Name and address of the company

.....
.....
.....

Post Code

Name and position of identified contact person:

Name:

Position in organisation:

Telephone number:

Email address:

Parent / Carer Agreement to Placement (Pending school assessment and health and safety checks)

I, Parent/Carer of.....,

give permission for my child to attend a 5-day work experience placement at the above named organisation (**pending school assessment and health and safety checks**) from Monday 27th April to Friday 1st May 2026.

I understand that travel to and from the placement will not be provided by school and that any absences from placements will be recorded as absences from school.

Parent/Carer signature Date