



Ms Sue Lovecy, Head of School

Dear parent/carer of year 10

I am pleased to confirm that year 10 will complete a week of work experience **from Monday 23 June until Friday 27 June 2025. This week forms part of our curriculum for year 10 and is compulsory for all students.**

Work experience equips students with a well-rounded skill set and the confidence to make informed decisions about their future, making it a crucial part of their educational journey.

We are fully committed to supporting your child through this programme, but equally their commitment is essential. Your child will be expected to contact and arrange their own placement, and secure their own work experience opportunity. Students will be representing their school, so we expect the usual high standards from them all. Employers must be contacted in both a professional and respectful manner.

We work alongside Telford & Wrekin Council's, Education Business Links Team (EBL), who govern whether students can go out on work experience. The EBL Team ensure businesses offer valuable placements, and carry out the required Health and Safety checks ensuring a safe environment is provided to students. The EBL team tell us whether a placement is suitable, and decide whether a student can take part.

Your child should now be thinking about, and starting to arrange their own work experience placement for the 23-27 June 2025. They should be getting ideas, thinking about their interests and what they hope to gain out of their placement.

Students in school will be working towards confirming their placement this term. They will have support from their tutor, in PHSE lessons and in meetings with me. Students have access within the next few weeks to a large data base of work experience offerings in our area but can of course use their own contacts to request a work experience placement. The details about the placement provider will need to be added to the database and the checks can then be carried out. **Parents can of course offer placements with their company that can be offered to all students; but we would discourage students conducting their experience with their own parents. We will not be offering placements in school.**

It is important that students contact employers **themselves** by either phone, letter or email, as this is all part of their experience and builds on their communication skills. Students will usually be expected to write a letter of application and send a CV along with it. Don't forget there may well be other schools trying to arrange their work experience placements too – so remember to stand out in your application and not to leave it too late.

Students must remember to include:

- Which school they are from and the contact details
- The name of their work experience co-ordinator
- The dates of their placement
- Their name and contact details
- The reasons for their interest in their chosen company
- Anything else that will help them stand out in their application

ST MARTINS SCHOOL

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Once a placement and the insurances have been confirmed by the employer, your child will need to enter their placement details onto the EBL Database to request Approval by the EBL Team, this database will be online in early October.

It is important that placements are arranged quickly, and that we receive the information as soon as possible. The EBL Team will need to carry out a Health & Safety check well before the start of the placement – usually 4 months before the start date.

It is therefore essential that all placements are arranged and confirmed by the Employer no later than: **(31 JANUARY 2025)** Your child must inform the employer of any medical conditions or any additional requirements they may need during their placement too.

We understand this can be a nervous time for your child, but we hope they are able to see the huge benefits and make the most of this rewarding opportunity. We look forward to supporting them through their work experience journey and hearing all about it.

As always, if you have any queries please do not hesitate to contact us.

Kind regards

A handwritten signature in blue ink, appearing to read 'Hannah Weaver', is written over a faint, circular watermark or stamp.

Hannah Weaver - Assistant Head/Careers Lead

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