



Date: Wednesday 2<sup>nd</sup> July 2025

Our ref: LPH/sjt

Dear Parent/Carer,

**Re: Year 10 Work Experience – Monday 7th - Friday 11th July**

Most students will be attending external placements, having already received a preparation assembly, tutor time support and a Unifrog Learning Journal. They have also been emailed guidance on how to prepare and succeed. Each student will have a staff contact who will check in with their employer during the week. Separate communication will be sent to those attending an in-school placement.

**Preparation Checklist:**

Students should:

- Confirm the placement with their employer this week by phone or email
- Confirm arrival/departure times and travel plans.
- Notify the employer and school if sick.
- Know their teacher link and supervisor contact details.
- Pack essentials: lunch, water, suitable clothing, pen, paper, and their journal.
- Research the organisation beforehand.

**Making the Most of the Placement:**

Students should:

- Be punctual and dress appropriately.
- Be polite, proactive, and ask for feedback.
- Complete the daily journal.
- Avoid using their phone unless allowed.

**Feedback and Follow-Up:**

Employers will provide feedback on various skills and attributes. Students are asked to send a thank you email (template to be provided) by the end of the week and submit their completed journal for school reflection in 'Careers in Form Time.' For questions, please contact me via email ([lph@stbernards.southend.sch.uk](mailto:lph@stbernards.southend.sch.uk))

Kind regards

Mrs L Phillips  
**Careers Coordinator**