



10 October 2025

Dear Parent/Carer,

## Year 10 Work Experience Week – Monday 6 July to Friday 10 July 2026

We are excited to offer Year 10 students the opportunity to take part in Work Experience Week next summer. This is a valuable chance for students to explore the world of work, build confidence, and develop key skills like communication, teamwork, and initiative.

### What is involved?

- Students will arrange their own 5-day work placement for the dates above.
- Placements do not need to match career goals exactly – any experience helps build transferable skills.
- We encourage students to use family or community contacts or reach out to employers directly.

### How does it work?

We work with NYBEP (a regional business-education partnership) to support this process. They provide:

- Access to the ConnectEd portal for managing placements.
- Health and safety checks and risk assessments before placements begin.

### What you need to do

#### 1. Give consent and make payment

- Please complete the consent form (within the notices section) on Arbor by **Friday 24 October 2025**.
- We ask for a voluntary contribution of £22 towards the programme costs (NYBEP charge £42 per student). This is also payable via Arbor within the Trips section by **Friday 24 October 2025**.

#### 2. Support your child to find a placement

- We encourage students to start thinking about their placement and contacting potential employers
- What support can we offer?
  - Students can drop into the Careers Office, located in the Hub and talk to one of the Careers Advisers.
  - Students and Parents/Carers can attend our Careers Fair on Thursday 20 November at 7pm to meet local businesses.
  - Students can access their Big Picture Showbie folder which includes a number of resources including quizzes and websites to help them identify sectors they may wish to investigate for their work experience placement.

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Headteacher: Mr N Renton, Associate Headteacher: Mrs K Moat



Learning Trust Alliance Teacher Training Teaching School Hub

- Please note that work experience placements should be located in the green shaded areas in the map below
- All placement details must be entered into the ConnectEd portal by Friday 20 March 2026.



### 3. Help with the portal

- Students will receive an email invitation to join ConnectEd
- Please ensure they complete their profile, including any medical information, as this is part of the employer consent process.

### 4. Confirm and consent to the placement

- Once a placement is entered into the ConnectEd portal this is verified by the school and NYBEP you and the employer will receive a confirmation email.
- Please note, no placement can go ahead without this consent.

### Resources and Support

- Students have access to resources via their Showbie Big Picture folder.
- Parents/carers can also access support materials via the NYBEP Padlet:
  - NYBEP Work Experience Resource
  - Password: KCz23!72

### Key Dates

Date	Action
Friday 24 October 2025	Consent and payment via Arbor. Students sign up to ConnectEd.
October 2025 to March 2026	Students find and confirm placements.
Friday 20 March 2026	Deadline to enter placement details into ConnectEd.
Monday 6 July to Friday 10 July 2026	Work Experience Week takes place

Thank you for your support in helping your child prepare for this exciting opportunity.

If you have any questions, please contact the school by emailing [mail@hgs.rklt.co.uk](mailto:mail@hgs.rklt.co.uk).

**Yours sincerely,**

*J. H'k*

Mrs J Hinkins – Careers Leader

*N. Mason*

Mr N Mason – Director of Upper School

## **Year 10 Work Experience Week 2026 – Parent/Carer FAQs**

### **1. What is Work Experience Week?**

Work Experience Week gives Year 10 students the chance to spend five days in a real workplace from Monday 6 to Friday 10 July 2026. It helps them build confidence, develop employability skills, and gain insight into working life.

### **2. Does the placement need to match my child's career goals?**

No. Any placement is valuable. Employers look for transferable skills like communication, teamwork, motivation, and initiative – all of which can be developed in a wide range of settings.

### **3. Who arranges the placement?**

Students are expected to find their own placement. This helps them build independence and skills like research, organisation, and resilience. They can use family or community contacts or reach out to employers directly. Placements must be within the approved geographical area shown on the school's placement map.

### **4. What support is available?**

We work with NYBEP, a regional business-education partnership. They provide access to the ConnectEd portal for managing placements and carry out health and safety checks and risk assessments. Students will receive an email invitation to join ConnectEd. Parents/carers should support them in accessing and completing their profile, including any medical information.

Students also have access to their Big Picture Showbie folder which includes website links and quizzes to help them decide on which sector they would like to investigate further for their work experience placement.

Students can also drop in to the Careers Hub during breaktime or lunchtime to talk to one of our Careers Advisers. The Careers Hub is located in the Hub.

On Thursday 20 November, we are holding our annual Careers Fair, parents/carers and students are warmly invited to attend this event. Local businesses will have stands if students would like to use this opportunity to talk about possible work experience opportunities.

### **5. What do I need to do as a parent/carers?**

By Friday 24 October 2025:

- Complete the consent form on Arbor
- Make a voluntary contribution of £22 via Arbor

By Friday 20 March 2026:

- Ensure your child has entered their placement details into ConnectEd
- Confirm and consent to the placement via the email link you'll receive

Note: Without this consent, the placement cannot go ahead.

### **6. What happens after the placement is confirmed?**

- NYBEP will begin health and safety checks.
- Preparation sessions will take place in school ahead of the placements
- Students are encouraged to use resources like Skills Builder via ConnectEd to help identify areas they would like to focus on during the placement.
- Students should contact their employer before the start date to confirm arrangements.

### **7. What happens during the placement?**

The school and employer will check in to ensure everything is going well. If your child is ill, they must inform both the employer and the school each day. Employers will confirm attendance and may provide feedback at the end.

### **8. Where can I find more resources and support?**

Students: Showbie Big Picture folder

Parents/Carers: NYBEP Padlet link

Link: <https://padlet.com/NYBEP/nybep-work-experience-resource-74s0nIncsc4v7ut8>

Password: KCz23!72

**9. What are the key dates?**

Friday 24 October 2025 - Consent and payment via Arbor. Students sign up to ConnectEd.

Oct 2025 – Mar 2026 - Students find and confirm placements.

Friday 20 March 2026 - Deadline to enter placement details into ConnectEd.

6–10 July 2026 - Work Experience Week takes place.

**10. Who can I contact if I have questions?**

Please contact the school directly if you have any queries or concerns.