



29 June 2026

Dear Parent/Carer

Year 10 Work Experience - Monday 6 July to Friday 10 July 2026

As we approach the start of our Year 10 Work Experience Week (Monday 6 to Friday 10 July), we would like to thank you for your support in helping students secure their placements. This valuable opportunity enables students to develop essential workplace skills, gain insight into a range of careers, and build confidence in a professional environment.

Students have been preparing for their placements during Big Picture lessons and have access to a range of resources in their Showbie Big Picture folder to support them before, during and after the week. To ensure students are fully prepared, we kindly ask parents and carers to review the information below ahead of placements commencing on Monday 6 July.

Placement Details

Please ensure your child is aware of the following:

- **Placement provider details** – the name and full address of their placement.
- **Working hours** – including start and finish times agreed with the employer.
- **Travel arrangements** – how they will travel safely to and from the placement.
- **Dress code or equipment** – any requirements specified by the employer.

Students must arrive punctually each day and notify **both the employer and the school** as soon as possible if they are unable to attend due to illness or an emergency.

Expectations of Students

While on placement, students are representing both themselves and the school. We expect them to:

- Demonstrate a positive attitude and willingness to learn.
- Follow workplace rules, including all health and safety procedures.
- Dress appropriately for their working environment.
- Always be respectful and professional.
- Complete tasks responsibly and ask questions when unsure.
- Maintain excellent attendance and punctuality throughout the week.

Safeguarding and Welfare

Employers have been provided with the necessary information regarding student placements. Students should report any concerns about their safety, wellbeing or the suitability of tasks to their workplace supervisor and contact the school immediately.

Harrogate Grammar School Arthurs Avenue, Harrogate, North Yorkshire HG2 0DZ
☎ 01423 531127 ✉ mail@hgs.rklt.co.uk 📘 HarrogateGrammarSchool 📧 @HarrogateGS
www.harrogategrammar.co.uk

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



Learning Trust Alliance Teacher Training Teaching School Hub

Contact During Work Experience

School staff will contact employers during the week to monitor progress and provide support where needed. If you have any questions or concerns during the work experience week, please contact Mrs Hinkins or Mrs Howard in the Careers Team by emailing mail@hgs.rklt.co.uk.

Reflection and Follow-Up

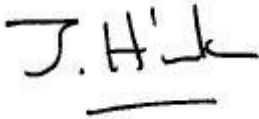
After the placement, students will spend time reflecting on their experience, focusing on the skills they have developed and what they have learned about the world of work. They have been provided with a student journal to complete during the week, along with additional resources in their Showbie Big Picture folder.

Students Remaining in School

A programme of careers-related and enterprise activities has been arranged for students who will be in school during the week, including those whose placements last fewer than five days. Students attending school must wear full school uniform, bring a fully charged iPad each day, and attend during normal school hours (8.50am to 3.30pm, Wednesday finish time 2.40pm). Final instructions will be shared with students before the start of Work Experience Week.

Work experience is a valuable opportunity for students to develop key skills, build confidence and gain meaningful insight into the workplace. We appreciate your support in helping your child prepare and make the most of this experience.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Hinkins', with a horizontal line underneath.

Mrs J Hinkins
Careers Leader