



8 October 2026

Dear Parent/Carer,

Year 10 Work Experience Week – Monday 12 July to Friday 16 July 2027

Following the success of Year 10 work experience last year, we are excited to offer Year 10 students the opportunity to take part in Work Experience Week next summer. This is a valuable opportunity 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 can only take place from Monday 12 July to Friday 16 July 2027.
- 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 NYBEP Connect work experience portal for students to share the details of their placements.
- Health and safety checks and risk assessments which will be completed before placements are approved by HGS and can take place in July 2027.

Parent/Carer Next Steps

Make payment and provide consent for your child to participate in the Year 10 Work Experience Week 2027:

- We politely ask parents to make a voluntary contribution of £22 towards the programme costs. This is payable via Arbor within the Trips section by 9am **Friday 23 October 2026**.
- After payment you will receive an email detailing how to provide consent for your child to participate in the Year 10 Work Experience Week 2027.

Support your child to find a placement

- We encourage students to start thinking about their placement and contacting potential employers as early as possible.
- Ensure that your child has entered their placement details on to the NYBEP Connect Portal by **Friday 19 March 2027** so that there is time for the required checks to be completed.
- If placement details are not added to the NYBEP Connect portal by Friday 19 March 2027, students will be expected to attend school as normal during this dedicated week.
- Permission will not be given for students to complete placements which have not had the necessary health and safety and risk assessment stages completed. If students attended unapproved placements during school time, these will be recorded as unauthorised absences.

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

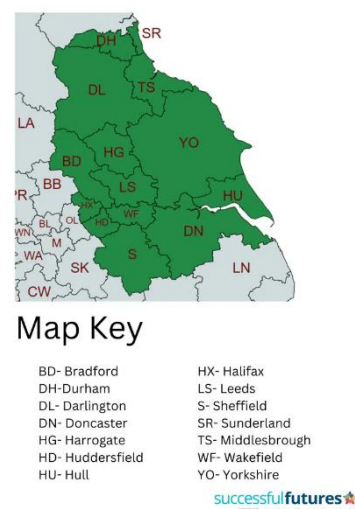


Learning Trust Alliance Teacher Training Teaching School Hub

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- Please note that all work experience placements must be located in the green shaded areas in the map opposite to enable NYBEP to complete the required health and safety checks and risk assessments.



Support available

- Students can access their Big Picture Showbie Year 10 Work Experience 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.
- 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 19 November at 7pm to meet local businesses.
- Students and parents/carers can also access support materials via the NYBEP Work Experience Padlet:
 - [NYBEP Work Experience Resource](#)
 - Password: KCz23!72

Key Dates

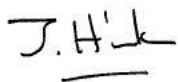
Date	Action
By 9am Friday 23 October 2026	Make payment via Arbor.
By 20 November 2026	Complete consent for your child to complete their work experience placement (see separate email)
November 2026 to March 2027	Students will receive their NYBEP Connect portal log in email and then have time to find and confirm placements using the portal.
Friday 19 March 2027	Deadline to enter placement details into NYBEP Connect portal for health and safety checks and risk assessments to be completed in time.
Monday 12 July to Friday 16 July 2027	Year 10 Work Experience Week takes place

We have launched this programme early in the school year to allow sufficient time for students and parents/carers to complete all the required registration and approval processes within the timescales mentioned above.

Thank you for your support in helping your child prepare for this exciting opportunity. Please [click here](#) for Year 10 Work Experience FAQs.

If you have any questions, please contact the school by emailing hinkinsj@hgs.rklt.co.uk

Yours sincerely,

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

Mrs J Hinkins – Careers Leader

A handwritten signature in black ink, appearing to read 'N. Mason', with a horizontal line underneath the name.

Mr N Mason – Director of Upper School