

Thursday 5th February 2026

Dear Parents and Students,

Re: Year 10 Work Experience Programme 2025/26

I am pleased to write to you with details about our Work Experience Programme for Year 10. All students are to participate as we believe that this will greatly benefit students in gaining experience, skills, confidence, self-esteem, and insights into possible future careers, as well as enhancing their CV's and any applications to Sixth Form, jobs and apprenticeships.

We expect students to find their own placement as this is an important part of the process in encouraging them to become more independent and proactive. Curriculum time has been assigned to help them do this within PSHCE lessons. Work experience will take place during the Enrichment days at the end of July 2026:

- Tutor Groups L, R & W – Work Experience Day – 20/07/2026
- Tutor Groups B, C & P – Work Experience Day – 21/07/2026

Once students have found a placement, we will ensure that the employer/service organisation is checked to meet all Health and Safety legislation.

Students should obtain the following information ready to upload to our Work Experience platform, Connect;

- Contact name of employer
- Employer's address including postcode
- Email address
- Phone number

During the placement itself, the provider and student will be supported through regular contact. This will be done either by a phone call or a visit by a member of Trafalgar staff. The placement should not be where students already have current part-time employment.

The key dates and deadlines are listed on the following page. It is important that these dates are followed to ensure that we can carry out the necessary administration and checks on the placement.

Should you wish to discuss this further, please do not hesitate to contact me or Louisa Krzyzosiak, Careers Coordinator.

Yours sincerely,



Mr. P Sutton
Careers Lead



Work Experience Timeline

