



**CARDINAL
NEWMAN**
CATHOLIC HIGH SCHOOL

Dear Parent/Carer

Year 10 Work Experience 2026

As part of the Year 10 curriculum our students undertake a week of work Experience. Work Experience is when students spend time in an adult working environment carrying out tasks and duties more or less as an employee. **Students are expected to find their own placements.** We do not secure placements for pupils as we feel that this enhances your learning about work and how to apply for a position of employment.

A work placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the workplace and an opportunity to develop skills for the future. This year the dates for Work Experience will be **Monday 18th May – Friday 22nd May.**

Work experience helps students to:

- Understand the world of work
- Improve and appreciate their skills and talents
- Gain confidence
- Accept the importance of schoolwork and achieving good qualifications
- Gain knowledge of particular jobs or careers

School will prepare the students for work experience in the following areas:

- Health and safety in the workplace
- Standard of behaviour expected
- What to do if things go wrong
- What to do if ill or unable to attend during the placement

Parents can help by:

- Checking that the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your son/daughter to persevere even if the placement is not what they expected
- Letting the school know if there is a real problem
- Informing the school and the employer if your son/daughter is sick

When your child secures a Work Experience placement, there are three forms that need to be completed and returned to school.

- The student should complete and sign the Student Form.
- The parent/carers needs to complete and sign the Parental Consent form
- The employer needs to complete the Employer's form on which they sign to agree that all relevant insurances, safeguarding, and Health and Safety policies are in place.

All forms can be completed via the Microsoft Forms link or you can use the paper copy that has been sent home. All three forms **MUST** be returned to school by **Thursday 2nd April 2026.**



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Key Information

All employers providing work experience placements must be approved with a Health and Safety check to ensure that employers have the necessary insurance to cover students and that appropriate health and safety arrangements are in place.

The Work Experience Application Forms includes agreement statements that parents/carers must tick in consent to their child taking part in work experience. You will also be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of. Employers will receive your contact details for any emergencies. Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience. Hours of Work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by students will vary according to their placement.

Parents must assume their normal responsibilities for their child's safety and associated costs when travelling to and from a work placement. Work experience is part of the school curriculum and therefore students are not paid. A few employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected.

Students who have not got a placement with a company will be expected in school where they will complete a combination of regular lessons and virtual work experience activities.

Reporting Accidents

Placement providers are required to report any accident or incident involving a student to the school. If you have any concerns with regard to accidents, please contact Mrs B Antell on careers@cardinal-newman.co.uk

After the Placement

Many students find work experience is a key influence in developing their self-esteem and enjoy the time spent in an adult environment. Students will get a chance to discuss their experiences with their tutors but as a parent/carer you can also talk over what your son/daughter has gained from the experience and relate it to your own experience of work. If you have any questions please email careers@cardinal-newman.co.uk

Please return paper forms to the student's form tutor. Microsoft forms will come back automatically. Completed electronic forms should be returned to careers@cardinal-newman.co.uk by **Friday 2nd April 2026**.

Yours faithfully,
Mrs B Antell