



27 September 2023

Dear Parent/Guardian

Year 10 Work Experience Week
M Classes - Monday 24 June to Friday 28 June 2024
E Classes - Monday 1 July to Friday 5 July 2024

As part of our commitment to providing valuable workplace insights and facilitating students' transition into employment, all Year 10 students at Maiden Erlegh School are offered a one-week work experience opportunity. This aligns with the Gatsby framework's recommendation that all students should gain meaningful work experience before the age of 16.

To accommodate the large number of students seeking placements, the year group will be divided into two, with each group participating in work experience during a two-week period as follows:

- Year 10M students will undertake work experience from Monday 14 June to Friday 28 June, inclusive. 10E students will attend lessons, as normal, except on the CPD day on Friday 28 June.
- Year 10E students will engage in work experience from Monday 1 July 1 to Friday 5 July, inclusive, while 10M students will follow their usual class schedules during this time.

We have partnered with the Education Business Partnership (EBP), a reputable charity with over 25 years of experience and a vast network of 1500+ businesses. EBP will offer two pathways for Year 10 students:

- **Students/Families Source Their Own Placement:** EBP will assist by conducting pre-placement checks to ensure the suitability and compliance with Health & Safety requirements. Initially, students/families are encouraged to find placements using their personal networks or contacts, with EBP conducting necessary checks to ensure safety. It is a requirement that students can only take part in the work experience where these checks have been conducted.
- **EBP Sources a Placement on Behalf of the Student:** For students needing support in securing a placement, EBP will leverage its business network. Please note that while they will make efforts, they cannot guarantee placements in the student's chosen sector or location.

To prepare for the Work Experience Week in June/July 2024, please mark your calendar for the Year 10 information evening at 7pm on Wednesday 4 October. During this event, we will provide guidance, address queries, and clarify expectations.

Students should contemplate potential placements and contacts within their preferred sector. Application forms will be distributed in October 2023, with a completion deadline later in the term.

In June 2024, we will share placement details with students, enabling them to initiate contact with employers before their work experience begins.

Due to post-COVID-19 changes in business operations, some sectors may have limited or no placements available, including Veterinary practices, Medicine, Engineering, General office-based roles, Armed forces and public services, Journalism, Politics, and Architecture. We encourage an open-minded approach when selecting placements.

For any inquiries, please contact us at mescareersdept@maidenerleghtrust.org.

Additionally, if you or your workplace is interested in hosting a student for work experience, kindly contact Kirsty Wilson-Bridges at kirstyWB@ebp.org.uk.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D Bell', with a stylized flourish at the end.

Mr D Bell

Assistant Headteacher – Careers and Destinations lead