



13 October 2023

Dear Parent/Guardian

### **Year 10 Work Experience Week – Application Forms & Deadlines**

**M Classes - Monday 24 June to Friday 28 June 2024**

**E Classes - Monday 1 July to Friday 5 July 2024**

I am writing to follow up on my letter, dated 27 September - which is available [here](#), as well as the recent Year 10 information evening on Wednesday 4 October, where I shared details of the Year 10 work experience programme that is due to take place as per the dates above, in summer 2024.

As a reminder, the schedule is shown below:-

- Year 10M students will undertake work experience from Monday 24 June 2024 to Friday 28 June 2024, inclusive.
- Year 10E students will attend lessons, as normal from Monday 24 June 2024 to Friday 28 June 2024, inclusive, except on the CPD (Continuing Professional Development) day on Friday 28 June 2024, where students will not be attending school as this is an Inset Day.
- Year 10E students will engage in work experience from Monday 1 July 2024 to Friday 5 July 2024, inclusive.
- Year 10M students will attend lessons, as normal from Monday 1 July 2024 to Friday 5 July 2024, inclusive.

Please see links to two forms below from our partners at Education Business Partnership (EBP). The forms are as follows:

• **The EBP Application form.** This is available [here](#). We ask that all students complete and return this form by **Friday 24 November 2023**. This form will be used to help EBP source placements for students, where necessary. Please indicate on this form if you are likely to subsequently submit an 'own placement form' (as below). Please note that even if you are able to secure a placement for your child, this form **must** be returned.

• **The EBP Own Placement form.** This is available [here](#). This should be completed and returned where a student has sourced their own placement. EBP will use the details to ensure that the workplace complies with the necessary health and safety checks required for us to sanction the placement. This form should be returned no later than **Friday 12 January 2024**.

For students who have an educational health care plan (EHCP) we will complete an additional supplementary form, which EBP will share with the employers in advance. Parents may wish to make a pre-visit to the workplace in advance to help ensure that the placement meets the needs of the student concerned.

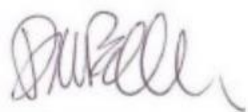
We remind parents and students to be open-minded with regards to choosing work experience sectors, as explained in the presentation to parents on the Year 10 information evening, and that EBP cannot guarantee to place students in their chosen sector or location.

Please refer to the relevant page on our website for resources, including copies of the forms and the presentation to parents on Wednesday 4 October, which is available [here](#).

Should you have any questions, please email [mescareersdept@maidenerleghtrust.org](mailto: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](mailto:kirstyWB@ebp.org.uk) or email [mescareersdept@maidenerleghtrust.org](mailto:mescareersdept@maidenerleghtrust.org).

Yours sincerely

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

Mr D Bell

Assistant Headteacher  
Careers and Destinations Lead