



11 October 2024

Dear Parent/Guardian

Year 10 Work Experience Week – Monday 23 June to Friday 27 June 2025, and Monday 30 June to Friday 4 July 2025

I am writing to follow up on my letter, dated 28 September, as well as the recent year 10 information evening where I shared details of the year 10 work experience programme that is due to take place next summer as below:

- Year 10M students will undertake work experience from Monday, June 23 to Friday, June 27, inclusive. 10E students will attend lessons, as normal.
- Year 10E students will engage in work experience from Monday, June 30 to Friday, July 4, inclusive, while 10M students will follow their usual class schedules during this time, except on the CPD (Continuing Professional Development) day on Thursday 3 July.

To start the process, we are asking for **all** students to complete an online EBP Application form by **Friday 15 November 2024**. This form will be used to help EBP source placements for students, where necessary.

Form for students who are taught as 10M	https://forms.office.com/e/6VkSdzvM9n
Form for students who are taught as 10E	https://forms.office.com/e/u5ihhe4hEa

Additionally, attached here is an '[Own Placement form](#)'. 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 17 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 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 from 2 October. You can find this using the following link:
<https://www.maidenerleghschool.co.uk/page/?pid=450>

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



Damien Bell
Assistant Headteacher – Careers and Destinations lead

