



6 March 2026

Dear Parent/Guardian

Year 10 Work Experience

As part of our upcoming Work Experience Week taking place this summer, students are now able to select their placement preferences using our online system, 'Link 2'.

INDIGO Students and Students who have already arranged their own placement and returned a completed "own placement" form to school do not need to use the Link 2 system.

For all other students, the Link 2 system allows them to browse available placements and submit their preferences. To access the system, students should visit: EBPwb.learnaboutwork.net

They will need their unique 4-digit PIN, which will be provided to you in a separate email.

When using the system, students must:

- Carefully read each job description in full, including details about duties, dress code, working hours.
- Ensure they can travel safely and reliably to the placement location.
- Select a minimum of four and a maximum of eight placement options.
- Rank their choices in order of priority before submitting.

Please note:

- Placements are not allocated on a first-come, first-served basis.
- Once selections have been submitted, students will not be able to make any changes.
- Students will have until **Friday 20 March** to complete their preferences.



Before students submit their final choices, we ask that you:

1. Discuss the options they have selected.
2. Confirm that you are satisfied with their ability to travel to and from the placement.
3. Read the consent information within the system.
4. Check the parental consent box before submission.

Your involvement is essential to ensure placements are appropriate, safe, and accessible.

We have also made a short guidance video available explaining the process, which can be found at: [Year 10 Work Experience](#)

Please be aware that where a student has an Education, Health and Care Plan (EHCP), we will contact the employer offering the placement to discuss how best to support the student in having a positive and successful work experience. This may include making reasonable adjustments, such as slightly adapted working hours where appropriate. In some cases, it may also be possible to arrange a pre-placement visit, which would be organised in discussion with parents/carers. If you would prefer that we do not contact the employer regarding your child's EHCP, please let us know.

If you have any questions regarding the process, please do contact us at MEScareers@maidenerleghtrust.org

Thank you for your continued support.

Yours sincerely



Damien Bell
Assistant Headteacher – MES Careers and Destinations lead

