



12 June 2026

Dear Parent/Guardian

Final Preparations for Year 10 Work Experience 2026

With just over a week to go until the start of our Year 10 work experience weeks, I am writing to provide some final guidance to ensure all students are prepared for a successful placement. As a reminder, students taught as **10M will be out from Monday 22 June to Friday 26 June**, while students taught as **10E** will undertake their placements from **Monday 29 June to Friday 3 July**.

By now, the vast majority of Year 10 students should have received their **official placement description paperwork**. It is essential that you review this document with your child, as it contains vital information regarding their **supervisor, working hours, and dress code**. We are aware that some students are still awaiting paperwork after some last-minute changes.

In almost all cases, the paperwork specifies that students should have contacted their employer by this stage to confirm final arrangements and, where requested, arrange an initial meeting or interview. If your child has not yet made this contact via phone or professional email, they must do so immediately to ensure the placement remains secure.

We would like to reiterate that work experience is primarily an opportunity for students to hone their essential soft skills, such as communication, teamwork, time management, and problem-solving. Even if a placement is not in an industry your child ultimately wishes to work in, the experience of being in a professional environment and learning how to navigate workplace dynamics is incredibly valuable for their personal growth and future job applications.

Students are expected to act as ambassadors for Maiden Erlegh School. It is critical that they carefully read the **Key Tasks and Requirements section** of their placement description, so they understand what is expected of them. Additionally, we must emphasise the importance of setting a good example when they are at their placements. Unfortunately, in previous years, some placements have fallen through because students appeared disinterested or were frequently on their mobile phones. We ask for your support in ensuring your child understands that phones must be silent and out of sight, used only



during designated breaks away from their workspace. Showing initiative and being proactive are the best ways to make a positive impression. If you or your son or daughter have any concerns whilst on placement, please get in touch with us via the school reception or the careers email address given below.

For students who are remaining in school while the other half of the year group is out on placement, the following arrangements apply:

- Students should report to their tutor as normal at the start of the day.
- During the week, they may be assigned a temporary timetable to follow.

We wish all our students a rewarding and insightful week. If you have any urgent questions, please contact the Careers Department at mescareersdept@maidenerleghtrust.org.

Yours sincerely



Mr D Bell
Assistant Headteacher – Careers and Destinations Lead Maiden Erlegh School

