

21st January 2026

Dear Parent / Carer,

Re: Year 10 Work Experience Update (0044-25JTA)

As we approach work experience week, Monday 2nd – Friday 6th February 2026, I wanted to share a brief update with you, and to thank you for the support you have provided your child so far. Many of you have supported through gaining placements and completing the consent form.

This week, pupils will be: -

- Given their work experience diaries
- Completing sections relating to expectations in the workplace
- Carrying out a pre-placement self-assessment
- Setting targets for their personal development during the placement
- Securing an understanding of health and safety in the workplace

Staff at Longfield are currently working hard to ensure that all employers have completed their online forms to enable placements to commence.

If your child has not organised a placement, time is running out. I would be happy to try and help secure work experience and ask that you contact me as soon as possible via email. Alternatively, you may contact reception on T: 01325 380815.

If you have completed the consent form and informed us of your child's placement, you do not need to do anything else at the moment.

If you have any further queries, please do not hesitate to contact me via:

jtattersall@longfield.nalp.org.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read "J Tattersall".

Mr J Tattersall

Deputy Headteacher