

25th September 2026

Dear Parent/Carer,

Re: Year 10 Work Experience (REF: 0014-26GWA)

Your child will soon receive information about their Year 10 work experience placement.

This is a complex process; therefore, it is crucial that parents/carers and pupils attend our **Year 10 Work Experience Information Evening on Tuesday 20th October 2026 from 5pm to 6pm.**

Work experience will take place from 1st February 2027 to 5th February 2027.

It is an important part of our careers programme, giving pupils the opportunity to experience the workplace, develop valuable employability skills and explore potential career interests and future pathways.

Pupils are encouraged to secure a placement that reflects their interests and aspirations. Placements may be with businesses, organisations, schools, charities or other suitable employers, subject to the necessary checks and approval by the school. Parents/carers are asked to support their child in securing a suitable placement.

Please note that some employers may be unable to offer a full five-day placement. Pupils who are not on placement are expected to attend school as normal. Placements must not take place on Saturdays or Sundays. If your child is absent from placement, it is the responsibility of the parent/carers to inform school and the employer as soon as possible, ideally by 9am.

We ask that you log a pupil absence via the Arbor parent portal / app by going to 'Quick Actions' > 'Attendance' > 'Log Absence'. Alternatively, please email attendance@longfield.nalp.org.uk

If you have any questions or concerns regarding or during work experience week, please contact me via E: GrWardell@longfield.nalp.org.uk or T: 01325 380815.

Finally, if your child does not secure a work experience placement, **they must attend school as normal.**

Thank you for your support in helping your child make the most of this valuable opportunity.

Yours sincerely,

G. Wardell

Miss Wardell
Careers Advisor

Headteacher: Angela Sweeten

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