



Our Ref: AQU/MLA  
20th July 2025

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Dear Parent/Carer

Headteacher: Mr J Burridge BA (Hons) PGCE, MA, NPQH

**Re: Work Experience – February 2025**

All students will have the opportunity to work with a family member or find their own work placement and undertake one week of Work Experience as part of the curriculum.

The dates for Work Experience will be **Monday, 10th February 2025 to Friday, 14th February 2025.**

Parents and students can organise their own placement with a prospective employer by taking the attached 'Own Placement for Work Experience Form' to that employer for completion. The form is also available to download from our school website under the section 'Letters to parents'. Once complete, forms are to be returned to myself in school. This form can be completed now but needs to be returned as soon as possible and no later than **Friday, 22nd November 2024**. Any paperwork submitted after this date may not be processed on time and may result in a placement being unauthorised.

Students who are unable to find their own placement will attend school as normal. Unfortunately, the school is no longer able to find work placements on behalf of students.

Please be aware that any company who takes students for a Work Experience placement will need Employer's Liability Insurance. Please make sure the company includes these details when signing the attached form.

Once the placement has been agreed by the employer, an agreement will be sent home which you will be asked to sign to confirm your understanding and acceptance of the standards and expectations.

There are considerable benefits of finding an own placement, as you have more control over the process of finding a placement that your child may really want.

Work Experience enables students to gain an understanding and experience of working life; and enhancing life skills. It helps them to find out about their own skills and to see the links between the courses they are studying and the skills they need in the future. It will also give them responsibility; they will be expected to be punctual, appropriately dressed for their role, independent and helpful to others. Appropriate guidance and supervision will be given by a member of the employer's staff who will be responsible for the student. Students will not be allowed to use hazardous machinery during this time. A member of school staff will be in contact during the placement to check on student progress.

At Lealands, we believe this valuable work experience opportunity is a core part of our mission 'supporting everyone to climb the mountain to success'. The school invests heavily in this opportunity which we believe to be a crucial part of the education we provide.

Students will not be paid during this period because the Work Experience is part of their education. Students must know what distance from home they are able to travel and should consider the cost of fares carefully before selecting a placement.

If you have any further questions at this time, please do not hesitate to contact me.

Yours sincerely

Mr A Quddus  
Work Experience Coordinator



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