THORNS COLLEGIATE ACADEMY

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8 October 2026

Dear Family,

Year 10 Work Experience: Monday 12 July to Friday 16 July 2027

As part of our commitment to preparing students for their future careers, all Year 10 students will take part in a compulsory five-day work experience placement from Monday 12 July to Friday 16 July 2027.

Work experience provides students with a valuable opportunity to gain first-hand experience of the workplace, develop employability skills and explore potential career pathways. We are writing to share important information about how students can secure a placement and the steps that need to be completed throughout the process.

Finding a placement

Students are responsible for finding their own work experience placement. We encourage them to think carefully about their interests and future career aspirations before approaching suitable local businesses.

Information about employers who have previously hosted our students, along with suggested local businesses has been sent with this letter and is also available on our academy website Work-Experience-Guidance-2025-26-Placements.pdf.

When approaching employers, it is important that students make direct contact themselves, with support from their family where needed. Employers generally prefer to communicate directly with the young person rather than a family member.

Students may need to:

- Contact businesses more than once.
- Use a range of communication methods, such as email, telephone calls or visits in person.
- Ask for a named point of contact within the business.

We strongly recommend that students begin contacting employers as soon as possible, as many local schools arrange work experience during a similar period and placements can become limited.

Health and safety requirements

There is a statutory requirement for all work experience placements to undergo health and safety checks.

All placements must:

- Hold suitable Employer's Liability Insurance with a minimum cover of £5 million.
- Meet all required health and safety standards.

Please note that if a placement does not pass the required checks, or does not hold the correct insurance, your child will not be permitted to attend. These requirements also apply where a student will be working with a family member.

Once a placement has been secured

Once an employer has agreed to offer a placement, students will need to gather the following information:

- Student name and form group.
- Business name, address and postcode.
- Nature of the business.
- Name, email address and telephone number of the placement contact.
- Description of duties the student will undertake.
- Working hours.
- Employer's Liability Insurance details, including the insurer's name, policy number and expiry date.

This information must then be submitted through the electronic Work Experience Placement Form which is accessed through this link Work Experience Summer 2027 Data Collection Form. Please note that placements cannot be checked or approved unless this form is completed.

As part of the checking process the academy and/or local authority may contact employers directly. Relevant information, such as medical needs or SEND information, may be shared where appropriate to ensure students are safe and well supported during their placement.

The deadline for submitting the Work Experience Placement Form is Friday 11 December 2026

Health and safety compliance checks will begin from December 2026 onwards.

Before the Placement Begins

Approximately two to three weeks before the placement starts students should contact their employer to confirm:

- Working hours.
- Break and lunch arrangements.
- Dress code and any special requirements.
- Mobile phone policy.

Students should also have confirmed their travel arrangements to their placement.

Where possible, we recommend that students visit the workplace before their placement begins.

During work experience week

Students must complete five full days of work experience during normal working hours. They must not work later than 7.00pm or attend their placement for more than 40 hours across the week.

During the placement academy staff will either visit or contact the employer and student. If a student is absent they must inform the employer directly and families must report the absence to the academy in the usual way.

Any concerns during the placement should be reported to the student's form tutor in the first instance.

Support Available

If your child is struggling to find a placement, requires support completing the electronic form, or has any questions regarding work experience, please do not hesitate to contact:

Mr Murphy (Head of Year 10)
nmurphy@tca.shirelandcat.net

Miss Roberts (Careers and Work Experience Lead)
aroberts@tca.shirelandcat.net

Students can also seek support from their form tutor.

Thank you for your support in helping your child secure a meaningful and successful work experience placement.

Yours faithfully,

A Roberts

Miss A Roberts
Careers and Work Experience Lead