

Tuesday 9th September 2025

Dear Parent/Carer,

Year 10 Work Experience: Monday 9th – Friday 13th March 2026

From Monday 9th to Friday 13th March 2025, all year 10 students will take part in work experience week where they will spend the week with an employer of their choice. This is always a very exciting opportunity for our students to experience the workplace and develop their employability skills. This has been a very successful and exciting time in the past and we are looking forward to seeing what our students get up to this year.

All year 10 students will attend an assembly and participate in Personal Development lessons designed to support them with their search for work experience placements. Additional support is available from their mentor, Miss Griffin or Miss Mitchell. Unfortunately, we are unable to arrange placements on behalf of students. By giving each student the responsibility to organise their own placement, we provide them with a valuable opportunity to develop independent skills in job searching and communicating with potential employers.

Once your child has found their placement, the Work Experience Confirmation Form must be completed and returned to school. We work with Safety Measures, a company who will use the information on this form to conduct risk assessments, health and safety assessments and insurance checks to ensure that the placement is appropriate and safe for the student. **Without this information and confirmation from Safety Measures, the placement unfortunately cannot go ahead**, even if it is with employers known to the students e.g. parent's own businesses.

Although March seems a long time away, there is a lot of work to do behind the scenes and checks to take place for nearly two hundred placements. **Therefore, we would be grateful if the form is returned no later than Friday 6th February 2026 (the sooner the better!), this can be a paper copy handed in to mentors or emailed to me mgriffin@garibaldischool.co.uk or Miss Mitchell cmitchell@garibaldischool.co.uk**

I have provided some answers to frequently asked questions overleaf, but please don't hesitate to get in touch if you require any further information.

Yours faithfully,

Miss M Griffin
Head of Personal Development

Frequently Asked Questions

Is work experience compulsory? What happens if my child does not secure a placement?

Yes, it is a part of our careers education curriculum. However, if a placement is not secured, the student must attend school as usual, otherwise it will count as an unauthorised absence. Usual lesson timetables will be followed. We are working with a local employer who will visit the school for a day to work with the students who don't secure a placement, so that they will still have an opportunity to gain some valuable experience. We highly recommend that students find a placement with an employer for the week to truly experience the work environment.

Do students need an interview with the employer?

Some employers may arrange an interview, but it is not required by the school. If this is part of the usual application process, we encourage your child to attend the interview and can provide support with this – it is a great learning experience.

What costs are involved?

Costs will be minimal, if at all. This will depend on the employer and their requirements. For example, they could require certain work wear and lunch may not be provided. Support is available to students in receipt of free school meals and / or the Pupil Premium payment if required to enable work experience placements to be fulfilled. Please contact the school for further details if relevant.

What does the school do to help students arrange their work experience placements?

Every student in year 10 will have access to or attend the following:

- An assembly introducing them to work experience
- Personal Development lessons in half term one including IT access to send applications
- Support from mentors, Miss Griffin and Miss Mitchell.
- Access to Safety Measures to search placements that Garibaldi students have previously attended (login details to follow)
- IT access in the LRC to send applications
- Health and Safety and Insurance checks

If your child finds this process particularly difficult, please encourage them to speak to us or get in touch in plenty of time.

Does the work experience have to take place during the specified dates (9th – 13th March)?

Yes. This is the only week we have timetabled for the students to go on placement during the term time. However, students have previously secured placements in the holidays as well as the dedicated week. Placements taken during holiday time are parents and guardians' responsibility.