

# The Sacred Heart Language College



## Year 10 Work Experience

17<sup>th</sup> June – 19<sup>th</sup> June 2026

Parent Guide to Work Experience

## Work experience for your child

This academic year, Year 10 students will have the opportunity to carry out a three-day work experience after their Language GCSEs from **17<sup>th</sup> June - 19<sup>th</sup> June 2026**. This means rather than be in school, they will gain an insight into the world of work with a company or organisation. Although, the placement will not necessarily reflect their eventual career choice, it will help develop employability skills such as teamwork, whilst promoting confidence and an awareness of different environments. Work experience is part of the school curriculum and therefore students are not paid.

## The benefits of work experience

Work experience is often the first contact your child will have with the world of work. It is very important because:

- it gives an insight into the skills required for a particular job.
- it widens student knowledge about the various jobs and careers which are available.
- it provides an increasing awareness of their own skills and strengths.
- it can help understand how subjects in school link to certain jobs.
- it makes students aware of employer expectations.
- it can increase their motivation to do well at school.
- it can give them useful experience for their CV.

## Finding a placement

Students are encouraged to organise their own placements, and we strongly advise that they start searching for one **soon** as there will be competition from young people in other schools.

**DEADLINE FOR FINDING A PLACEMENT IS 30<sup>TH</sup> JANUARY 2026.**

### a) Getting started

- Approach friends or family members with good contacts.
- Use online resources such as **Yell.com** to search for companies in the sector your child might be interested in.

Popular Sectors include:

- Education (primary schools & nurseries)
- Sports & Leisure (gyms, sports centres)
- Hair & Beauty
- Retail
- Animal Care (vets, kennels & stables)
- Finance (banks, accountants)
- Medical (dental practices, opticians, pharmacies but not GP practices)
- Hospitality & Catering (restaurants, hotels, cafes)
- Office & Administration

## **b) How to approach an employer for a placement**

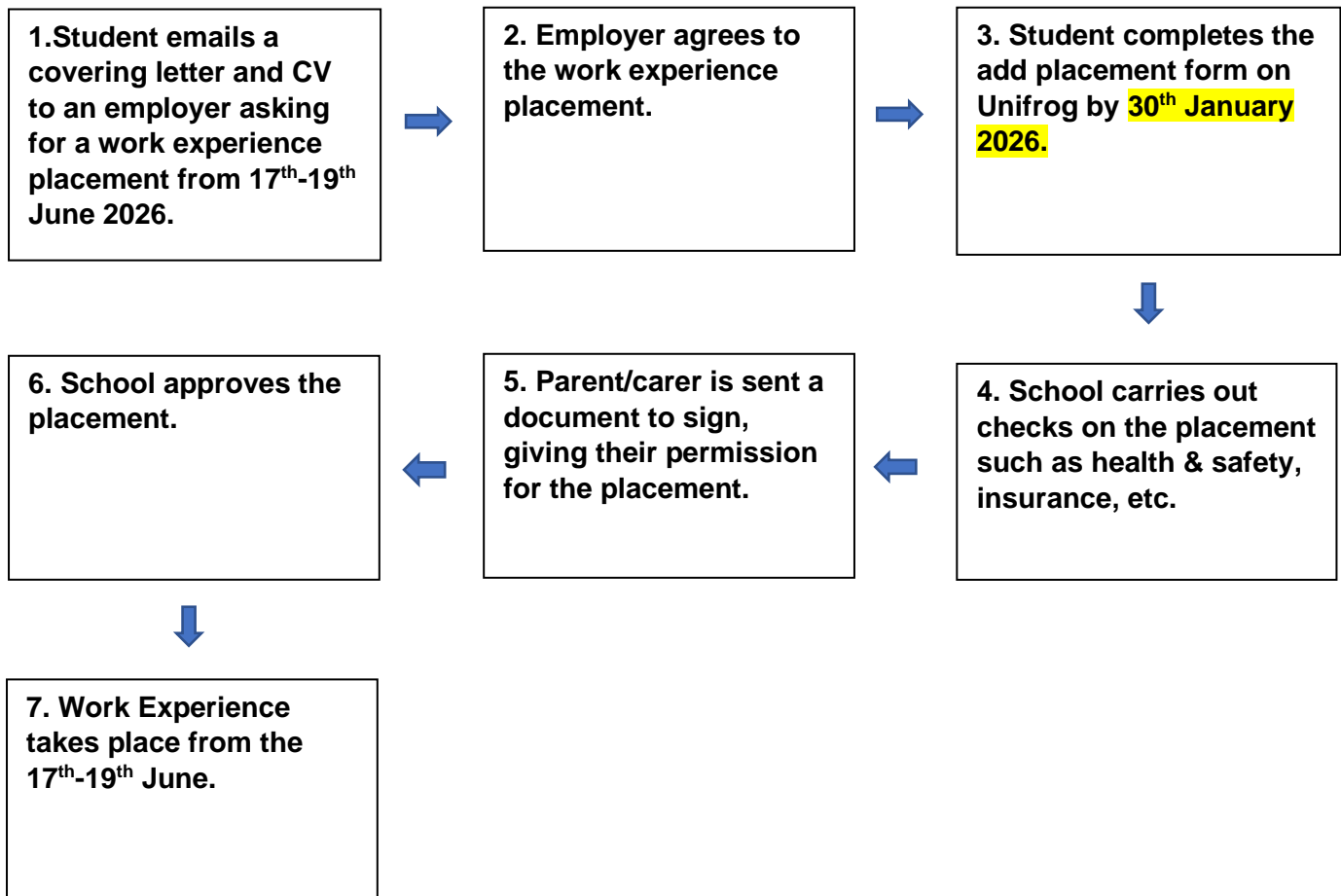
- Once your child has identified a business or organisation of interest, they need to contact them to see if the employer is willing to offer a work experience placement to a Year 10 student from 17<sup>th</sup>-19<sup>th</sup> June.
- Contact should be by **letter or formal email** (see templates at the end of this document) and a **CV** should also be attached (this is being completed in school).
- If possible, try to get a **named contact** at the organisation, rather than sending a generic email which might get lost in the system.
- Your daughter could **phone** (see a script for this at the end of this document) and ask if the company takes work experience students and who would be the best person to approach and ask for their email address.
- If your daughter cannot find a placement they should speak to **Mrs Williams as Careers Lead** in the school who can help.

## **c) What to do once an employer has agreed to a placement**

- Once a placement has been agreed, **your child needs to log in to Unifrog** (an online careers platform) as the school needs to carry out checks such as health & safety in the workplace, Employer Liability Insurance, etc.
- Once they have logged into Unifrog they should go to the Placements tool, which can be found on their account homepage.
- In the tool, they should click on the 'Add new placement' button to start the student initial form.
- The form will ask questions about the logistics of the placement, student details, the employer's details, and the parent's details.
- Once the form has been completed, your child should go through the form to double check all their answers. It's very important to get the **email addresses for the employer and parents correct**, as the placement forms will be sent to these emails.
- Once checked, click 'Add placement' to submit your form and this will kick off the Placements process.

## THE PROCESS ABOVE WILL BE DEMONSTRATED TO STUDENTS IN SCHOOL.

Once the school has checked all the paperwork from the employer, **parents will be sent an email** asking them to **sign an agreement** that they are happy for their daughter to do the placement with the employer. The diagram below shows how the process works;



### Employer Checks

Once your child has completed the form on Unifrog, the **school will conduct** employer checks including;

#### a) Health & Safety

Only employers who can demonstrate that they manage Health & Safety effectively will be used for placements.

#### b) Insurance

All employers who offer work experience are required to confirm that they are properly insured for accidents for which they can be held responsible. Public & Employer Liability Insurance policy details & expiry dates will be recorded.

## Prohibitions for Children under the age of 16

There are certain activities which a Work Experience student is prohibited from undertaking which include:

- Use of machinery or equipment which may be dangerous for young workers to operate.
- Handling hazardous chemicals
- Firing equipment or using arms
- Driving of any sort
- Riding in an open trailer
- Students working with animals should be always supervised.

## Making Final Preparations

Your daughter will be supported in school before they go on work experience about the importance of:

- Health & safety in the workplace
- Standard of behaviour expected
- What to do if things go wrong
- What to do if they are ill and unable to attend

However, as work experience approaches, we ask parents to help by ensuring their daughter knows;

- How to get there
- How long their journey will take so they arrive on time
- To whom they report
- Hours of work and meal arrangements (e.g. packed lunch)
- Clothing requirements & dress code

## During the Placement

1. Your daughter will be asked to fill in their **work experience diary** (see sample page at the end of this document) every day and get it signed by their employer.
2. On the first day of the placement, a member of school staff will phone the employer to ensure that the student has arrived.
3. Parents and carers are asked to **phone school at the beginning of the day** if the student is going to be **absent or late** and then the school will contact the employer.
4. School will monitor the progress made by every student through a **phone call** with the employer whilst the placement is taking place.
5. Employers are asked to phone the school **immediately** if a student is absent without notification or if any problem arises.
6. We ask parents to contact the school if there is a real problem.

## **After the Placement**

The Work Experience Coordinator, Mrs Williams will get feedback from students, parents/carers, and employers.

The students will have a de-brief session in tutor time where they assess how work experience benefited them and what they have learnt from their placement.

## **FAQ's**

**Q. Why does my daughter have to do work experience?**

**A.** Work experience is compulsory in Year 10 and intended to develop employability skills and introduce students to the world of work as part of their transition from teenager to adulthood.

**Q. Is work experience only done at The Sacred Heart Language College?**

**A.** No. Work experience is carried out in nearly all secondary schools in England and is encouraged by the government as an important part of the Work-Related Learning Programme.

**Q. Will my daughter get a job out of work experience?**

**A.** No. This is not the purpose of work experience. Sometimes students are offered part-time jobs by their placement or told to come back and see them when they have completed their formal education.

**Q. Can my daughter come to work with me?**

**A.** Yes. We encourage parents to seek work placements for their child. It is often, however, a more meaningful experience if students do not work with parents or relatives to ensure a more realistic work situation. You and your child should make that decision.

**Q. What hours can I expect my daughter to work?**

**A.** It is important for students to realise and appreciate that these will probably be different to school hours. We expect students to complete a **minimum of six hours per day** to reflect the hours they spend at school.

**Q. Are expenses paid, or lunches provided?**

**A.** No. Employers do not pay expenses. If your child is entitled to free school meals, arrangements will be made.

**Q. What happens if my child is having difficulty finding a placement?**

**A.** Please ask them to come and speak to Mrs Williams who is the Careers Lead at the school who is happy to offer guidance and support.

## Scripts and templates to help when applying for a work experience placement

### a) Script for Calling Prospective Employers

Make sure you have a pen and a piece of paper available.

**“Hello. I’m ringing to enquire if your company offers work experience placements for Year 10 students”.**

*If they say ‘Yes’*

**“Would it be possible to get the name and email address of the person in charge of work experience so I can contact them.”**

*Make sure you write down the email address correctly and double-check with the person on the phone that you have the correct email by reading back to them what you have written down.*

*They may ask you more questions such as:*

*‘What dates were you looking for?’*

**“I’m looking for 3 days work experience from Wednesday 17<sup>th</sup> June to Friday 19<sup>th</sup> June.”**

*If they ask you ‘Why do you want to work at their company or organisation?’*

**“I would like to work for your company or organisation because I am interested in your field of work, and this will give me an idea about what it involves.”**

*If they cannot give you a decision on the phone, make sure you ask for the **name, telephone number or email address of the person in charge of work experience** and write these down (including the name of the employer so you don’t get mixed up with other organisations).*

**BE POLITE, BE POSITIVE AND BE CONFIDENT!**

- b) **Email Template** (Pupils will be sent an electronic version of this which they can adapt and send from their school email account)

Dear Sir/Madam [or name],

I am a Year 10 student from The Sacred Heart Language College who would like to apply to your organisation for a potential three-day work experience placement from 17<sup>th</sup> June to 19<sup>th</sup> June 2026.

Please find attached a covering letter and CV to support my application.

I look forward to hearing from you.

Yours [sincerely/faithfully]


[Your name]

Please see covering letter template on the next page

- c) **Covering Letter Template** (Pupils will be sent an electronic version of this which they can add their name to and email to the employer)

**THE SACRED HEART LANGUAGE COLLEGE**  
Roman Catholic Diocese of Westminster  
 The High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

Headteacher:  
Miss Nicola Walsh



Tel: 020 8863 9922  
E-mail: [enquiries@shlc.harrow.sch.uk](mailto:enquiries@shlc.harrow.sch.uk)

Dear Employer

**Re: Work Experience**

This letter is to introduce our student \_\_\_\_\_ who is looking for a three-day work experience placement from **17<sup>th</sup> June to 19<sup>th</sup> June 2026**.


Every student in Year 10 at The Sacred Heart Language College must find a work experience placement. This opportunity provides them with an insight into the demands and the challenges of what life holds for them post 16.

Many colleges, universities and employers recognise the benefits of work experience, and we would be most grateful if you allowed our student to work in your company. **Please complete the following sections and return to the student by email.**

Name of Business	
Employer Placement Lead Name	
Employer Placement Lead Email	
Employer Placement Lead Phone Number	
Full Business Address	
Business Postcode	
Employer's Liability Insurance	Can you confirm that you hold this: <u>Yes</u> / No Circle required option.

Once our student has entered the above details on the digital platform (Unifrog) an email will be sent to you requesting additional information.

Please do not hesitate to contact me if you have any further questions.

Yours faithfully,  
  
 Mrs S. Williams  
 Assistant Headteacher

d) **Work Experience Diary – Sample Page**



**DAY 1 – 17<sup>th</sup> June 2026**

Tasks I completed today:

---

Skills I demonstrated today:

---

Brief description of what my employer does:

---

What I did well and am proud of today:

---

On reflection, I would have done this differently:

---

Employer/supervisor comment: