Your future starts here

YEAR 10 Work Experience

Personal Development • Careers • Future Planning

Placement key dates

- Placement fortnight: 9 days in fact!!!!
- **Monday 19th April 2027 until Thursday 29th April 2027**
- Friday 30th April 2027 – is Post 16 day
- Deadline to secure a placement: Thursday 25th March 2027
- All paperwork in by: **Friday 16th April 2027**

What is work experience?

- Two weeks working in a real business or organisation
- You're treated like a member of staff, not a visitor
- Normal working hours (usually [9am–4pm]) — not the school day
- You are not paid — you're there to learn
- It counts as school: attendance is compulsory

Why it actually matters?

- **Try before you buy** — find out if a career suits you *before* you pick A Levels, T Levels or an apprenticeship
- **It goes on your CV** — your first real entry
- **College, sixth form and apprenticeship applications ask about it**
- **References** — an employer who rates you is worth a lot
- **Skills you can't learn in a classroom**: talking to adults, managing time, handling boredom, asking for help

How to find a placement

1. **Your own network —** by far the most successful route Parents, carers, aunts, uncles, family friends, neighbours, your part-time job, your sports club, your dentist

2. **Local businesses Walk in with a CV**. Small businesses say yes far more often than big ones.

3. **School-sourced list –** if you have exhausted your contacts and have made an effort then come to us for suggestions

4. **Organised schemes** NHS, police, local council, local college/university

Aim wide

- Popular but limited: sport, media, animals, gaming, fashion
- Often overlooked and genuinely brilliant:
  - Engineering & manufacturing
  - Construction & trades
  - Logistics and warehousing
  - Accountancy, law, insurance
  - Care homes and charities
  - Labs, IT support, local government



How to ask – by phone….

- *"Hello, my name is [name], I'm a Year 10 student at St Thomas More and I'm looking for a two-week work experience placement from 19th – 29th April and I'm really interested in [field]. Would you be able to tell me who I should speak to about that?"*
  - Call between 10am and 4pm, not first thing
  - Stand up, smile, have a pen ready
  - Have your dates written in front of you
  - *If they say no: "Thank you for your time — is there anyone else locally you'd suggest?"*

How to ask…by email…

- **Subject: Work experience request — Year 10 student, *19th – 29th April 2027***

  Dear [Name],

  I am a Year 10 student at St Thomas More High School. I am looking for a two-week work experience placement 19th – 29th April 2027 and I am very interested in [field] because [one honest sentence].

  I would be grateful for the chance to spend a week with your team. My school handles all insurance and paperwork, and my teacher Mrs Lindsay can be contacted at alindsay@st-thomasmore.southend.sch.uk

  Thank you for your time.

  Yours sincerely, [Full name]

- Use a sensible email address
- Check spelling — twice
- No reply in a week? Follow up once, politely



The Rules

- You can't do a placement that involves:
- Working alone with children or vulnerable adults
- Operating heavy machinery or dangerous equipment
- Working above [X] miles / more than [X] minutes travel from home *(check local policy)*
- Working for a parent/carer unless [state your school's policy]
- Anywhere without valid employer liability insurance
- **Every placement must be approved by school before it's confirmed. Don't promise an employer anything until we've checked.**

How to add your placement onto unifrog



Myth or fact?

“I need to know my future career before choosing a placement.”	**MYTH**	Work experience is about exploring and learning.
“Employers will notice whether I am punctual.”	**FACT**	Reliability makes a strong first impression.
“A placement is wasted if I decide I do not like that career.”	**MYTH**	Finding out what does not suit you is useful too.

What you need to do?

- Tonight: talk to the adults at home about who they know
- Write down three realistic ideas
- Make your first contact by **November 2026**
- The students who get the best placements are the ones who start today.
- **Work Experience Coordinator:** Mrs Bradley kbradley@st-thomasmore.southend.sch.uk Office along PE corridor
- **Careers Lead:** Mrs Lindsay alindsay@st-thomasmore.southend.sch.uk
- **Your tutor —** first port of call
- **All forms and this presentation:** On your teams page