

9th March 2023

Dear Parent/Guardian

Y10 Work Experience – 10th to 14th July 2023

Thank you to all students and parents/families who have sent forms in so far. I have highlighted the deadlines for forms below and would be grateful if any outstanding forms can be sent in as soon as possible so that the necessary checks on each placement can be carried out in good time.

Yellow Forms – Please return asap if you haven't already done so (deadline has passed)

Students will be notified over the next few days if we are still waiting on a yellow form. This is the consent to use information form, which just requires a signature from the parent/carer.

Pink Forms – Deadline Wednesday 26th April 2023

This form needs to be handed/emailed to the employer once a placement has been found. The employer completes their details, including their insurance information and signature. Students and parents/carers need to then sign the form before it is handed back to the Progression office or tutors at school.

Finding a placement

Students are asked to find their own placement as the whole year will be going out on work experience during the week commencing 10th July 2023. Some organisations will not be able to take students under the age of 16 for insurance reasons. In situations where students are unable to find their first choice of placement, we ask that they look further afield. If they want something office based but cannot get into a particular sector, they could try something more local where they will still gain valuable experience within a workplace.

Tips on finding a placement include asking friends, family and neighbours if they have any contacts you could approach. Perhaps look at your local area or places you can get your child to within this week. Are there other offices/buildings/organisations near where you work? Most of the larger organisations/offices in Swindon and surrounding areas will consider taking students on placement, depending on whether they have the space.

You could try estate agents, hospitality, recruitment agencies, council offices, some doctors surgeries and dentists will take students on the office side of things, cafes, financial institutes, charities, smaller family run businesses (as long as they have employer liability and public liability insurance). It can be worth looking through the Link Magazine or local papers for inspiration too.

I have attached the forms in case they are of use, along with the original WEX presentation given in November. I hope this helps.

Yours sincerely,



Mrs D McGovern
Careers Adviser/Progression

