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Executive Head: Martin Farmer BEd (Hons) NPQH/NPQHEL

Head of School: Mr. Seneque NPQH

9th January 2025

Dear Parent/Carers

Year 10 Work Experience

Work experience is a key part of the curriculum offer in Year 10 and many pupils have had positive experiences of work experience in preparation for their future careers.

Year 10 work experience week will run from 14th – 18th July 2025.

We strongly advise each year that pupils find suitable work experience which is linked to their chosen career aspirations. Pupils may find the following website helpful if they are struggling to get started on finding a placement.

<https://www.worcestershire.gov.uk/skills-4-worcestershire/are-you-young-person-looking-your-future-career/work-experience>

<https://www.groundwork.org.uk/improving-your-employability/arranging-your-own-work-experience-placement/>

There is the expectation that pupils secure their own work placements, however Mrs Stevens and I are both happy to help.

Although most pupils will find their own work placement the school will complete health and safety checks to ensure that employers adhere to all the necessary safe practice protocols. Once a pupil has found a placement, they must bring their employer's details into school and hand them in to Reception. While work experience is still a couple of terms away, preparation is important for pupils to get the placements that they want.

If pupils are having particular issues with finding placements, then we will, of course, support them to find a suitable work experience. In the first instance, pupils must speak to Mrs Watkiss or Mrs Stevens, our careers advisor, and arrangements will be made to help and support them.

Attached to this letter are the forms which need to be completed by parents/carers and employers. We would like these forms, and the Employers Liability insurance completed, and all returned to school by **Friday 14th February 2025**.



Three Counties Academy Trust



QUEEN ELIZABETH
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Pupils now need to –

- Think about what type of working experience they would enjoy
- Be proactive and make this time useful and relevant to them
- Do their own research into possible placements
- Speak to different possible businesses/companies

If you have any questions, please do not hesitate to contact myself or Mrs Stevens, our careers advisor

Yours sincerely

Mrs Watkiss

Assistant Headteacher

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Mrs Stevens

Careers Advisor

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