



St Edmund Arrowsmith Catholic High School

Rookery Avenue
Ashton-in-Makerfield
Wigan, WN4 9PF
T: 01942 728651

E: enquiries@arrowsmith.wigan.sch.uk

W: www.arrowsmith.wigan.sch.uk

Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCSE, NPQH, MSc, MEd

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Dear Parent or Carer

As part of our Careers Curriculum, we have set your son/daughter a task to complete between the Autumn and Summer term. We would like your child to visit the workplace. It can be the workplace of a family member, friend or neighbour, perhaps somewhere where they would like to work in the future, possibly consider a part-time job or undertake some volunteering.

Your child has been issued a Workplace Experience booklet to complete, which outlines the tasks:

- Ask for a tour of the workplace (this does not need to take very long). Describe what you can see.
- What local opportunities (Apprenticeships/Full time jobs) are available in the workplace?
- What skills and qualities does the employer value?
- Take a photo/selfie with the employer.
- Would the employer be willing to support the school with our Careers programme?
- Any other specific information.
- A brief witness statement from the employer, confirming attendance.

Please remind your son/daughter to take the booklet with them to share the tasks they need to complete and show the letter (enclosed inside the booklet) to the employer.

We have asked your son/daughter to ensure that they visit their chosen workplace with a parent or carer, they must not attend alone. Prizes will be awarded to those students who visit the workplace and complete the challenge in as much detail as possible. We look forward to receiving the completed booklets by FRIDAY 26 June 2026. Results will be announced in an awards assembly after the closing date.

I am sure you will agree that this task is an excellent opportunity for your son or daughter to experience an encounter with employers and employees which gives them a better understanding of the workplace and the potential career paths open to them. In addition, the experience will support them during the summer term, when they begin to draft a personal statement and curriculum vitae.

If you have any questions, please do not hesitate to contact me at school.

Yours faithfully

Mrs R Paul
Head of Personal Development Curriculum and Careers Co-Ordinator