

30 April 2026

Dear Parents and Carers

Year 10 Work Experience - Monday 11 to Friday 15 May 2026

In just over a week, our Year 10 students will be going to their work experience placements and we write to update you with how they have been preparing for work experience in school. Hopefully, by sharing this information, it will help you to support your child with preparation for their placement; talking about what they will be doing and what they hope to achieve will really help them be ready for their first day.

During form time over the past few months, Form Tutors have been delivering sessions on behaviour in the workplace, acceptable use of social media/phones during the working day and understanding health and safety in the workplace. This week, students have been asked to send a courtesy email to their Employer Placement Lead to thank them again for the placement and to confirm details for their first day, such as who they need to report to, what time they need to arrive and if they need to bring any identification documentation.

They have also been spoken to this week about how vital it is to remember they are employees during their placements and must behave as such. For example, this is particularly important if they are working in a school or pre-school setting. Students must not share any personal details with younger children, such as logins for Roblox, etc., and must respect boundaries, they would not expect their own teachers to cuddle them for example. We would be very grateful if you would reinforce this with your child. Additionally, please talk to them about what they should do and who they should talk to if they have any concerns during their work experience. I will of course be a point of contact during the whole process.

Next Friday, during their PD session, students will be setting their objectives and ensuring that they have filled out the pre-work placement modules of their Work Experience Journal. Please find a link to the [preparation document](#) shared with all the students, which includes the Work Experience Journal, so you are able to support your child and help them prepare for their placement. We would appreciate any help you can give your child with filling in the relevant sections of the journal, around their work place experiences and reflection, during their placement.

Thank you for supporting your child through their work experience - they will no doubt be tired during the week and may find elements of the process challenging. However, we are sure they will want to share what they have learnt from all the exciting and useful experiences.

Staff will be visiting students at their placements during the week and look forward to seeing our students outside of school and thriving in a professional environment.

Please check that you have completed the **Unifrog Parent/Guardian Placement Form** to give consent for your child to take part in the work experience - this is essential so we can sign off the work placement from the school's perspective.

Headteacher: Mr A Smith MPhil (Cantab), NPQH, FCCT, FRSA

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Please note: parents must provide all in date medication for their child, for example, Epipens, antihistamines and asthma inhalers. Students must have their medication with them at all times, if required.

We are really looking forward to seeing and hearing about what our students achieve during their placements. Work Experience Week is a vital part of their development at school, teaching them essential transferable skills and giving them an understanding of the workplace and what it's like to be an employee in whatever sector they are working in. We hope that they come away with a newfound respect for the work that parents and carers do!

Should you have any questions about your child's work experience placement, please do not hesitate to email J.Zanetti@parmiters.herts.sch.uk

Yours sincerely



Mrs J Zanetti
Careers Advisor / UCAS & Post 18 Progression Lead