The Castle School
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May 2025

Dear Parent/Carer

Year 10 Work Experience – 23 June-27 June 2025

This summer, The Castle School will be providing the opportunity for our students to undertake a one-week work experience placement. This is a key activity for your child during their time at school as it helps build confidence as well as giving them a real insight into the world of work.

All businesses will have undergone a Health and Safety assessment to check that the work environment is a safe working environment. The school will also arrange for a member of school staff to visit or call the employer and student during the work experience week for a catch up on student progress.

Before attending their placement, students must return the following form to Student Reception:

- Student/Parent Work Experience Agreement
- Signed Parental Consent and Medical form (copies of both can be collected from Student Reception if needed)

We encourage all students to contact their placement provider ahead of their start date to confirm arrangements for the first day (start and finish time, what to wear, who to report to). If students are unsure of contact details for their placement please see Mrs Rolls in Student Reception.

Work Experience will run between Monday 23 June - Friday 27 June and students are expected to be in their placement all week unless agreed otherwise with the school and placement provider. Absence should be reported to the school in the usual way and placement providers notified.

Students are expected to attend school on any non-work experience days between 23 and 27 June.

Students usually in receipt of free school meals will be emailed gift cards for lunches in advance.

Please ensure that we have your up to date emergency contact details and any relevant medical information for your child, as this information is taken from our school database.

If you have any further enquiries please contact the school office/Mrs Rolls.

Yours sincerely

Mrs M Rolls
Student Events and Curriculum Co-ordinator

ANTI-BULLYING ALLIANCE
School & College Member