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October 2025

Dear Parent(s)/Guardian(s)

**Re: Year 10 Work Experience Programme 2026**

This academic year all Year 10 pupils will be participating in the school’s work experience programme. As part of the work-related learning curriculum, work experience is an entitlement for students.

St John Wall will be partnering with ‘Learn to Work’ Limited to help organise and deliver work experience and this academic year’s programme for Year 10 students will run from **Monday 4 to Friday 8 May 2026.**

The benefits for our students in searching for and engaging in effective work experience are significant and we are keen that Year 10 students have the opportunity to confirm their own placement with an employer, whether that is through a family contact or their own search.

Your son or daughter should have brought their work experience paperwork home following the ‘launch’ assembly in school. Further information for parents and students will follow later this year.

In the meantime, however, should you require advice or information regarding work experience, please do not hesitate to get in touch with me or any member of ‘Learn to Work’ on 0121 446 2781.

Yours faithfully****

**Mr A Marshall**

**‘Learn to Work’ Team Manage****r**

Learn to Work, A Limited Company

**Work Experience 2026 Key Points**

**Key Points/things to remember…**

* Work Experience – Monday 4 – Friday 8 May 2026
* **‘Own Placement Deadline’ – Friday 19 December 2025**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Start looking for your placement as soon as possible**
* You CAN go to your Mum, Dad’s, or a family member’s workplace
* You CAN’T go to someone who works on their own
* You need to work for a minimum of 6 hours a day
* You can’t finish work later than 8 pm
* Own Placement Forms should be handed in to **Mr Rathbone**
* Use Google, Yell.com or the Phone book to find employers
* Talk to Mr Rathbone, your parents or your tutor if you’re not sure what to do
* Ask family and friends if they have any contacts
* If you plan to **phone** employers think what you will say beforehand
* If you plan to **write** to employers get your letter(s) checked in school
* **Visiting employers in person is the best way to get placements**
* Make sure you dress smartly and plan what you are going to say
* Take your ‘Own Placement Form’ with you to fill in with the employer
* You must have a ‘contact name’ on your Own Placement Form

**Keep going, be confident and smile – it will be worth it!!**



**St John Wall Catholic School**

**Work Experience 2026**

**‘Own Placement’ Form**

**Student Details** (Capital letters)

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form Group \_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Male/Female *(please circle)* Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Details** (Capital letters)

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Working Hours Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(6 hours a day minimum, latest finish time 8 pm)*

Dress Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please print)*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\* FORM MUST BE HANDED IN BY FRIDAY 19 DECEMBER \*\***

TAKE A PHOTO OF YOUR COMPLETED FORM AND HAND IT IN TO MR RATHBONE AS SOON AS POSSIBLE

***PLACEMENT DATES:* MONDAY 4 – FRIDAY 8 MAY 2026**

|  |  |  |
| --- | --- | --- |
| Occupational Area**Work Experience – Occupational Areas** | Availability | Possible Tasks |
| Administration/clerical | High | Phone calls, computer work and administrative work such as filing, phone, mail, printing, photocopying. |
| Airports/travel/tourism | Very low | Almost impossible unless you know someone! Largely admin work, much of it is on PCs and with customers so there is almost nothing you can do except observe and make the tea! |
| Armed forces | Low | Can be arranged sometimes through liaison officers but not often at the same time as work experience – must have genuine interest. |
| Banking/financial services/insurance etc. | Average | Largely admin. but some basic number work and some handling of money. Client confidentiality can be a problem. Be prepared for some mundane tasks. |
| Building trades | Almost impossible | For Health and Safety reasons it is almost impossible to do your work experience in the building trade. |
| Child care | High | Playing with children, reading, art work, changing nappies. Observation of staff and keeping records. |
| Computing | Average/low | Most work is based in offices using computer software. There is less chance to do technical work or computer repairs. |
| Design | Very low | Mainly observation but some places may offer more. They will require you to have a genuine interest. |
| Estate agency/surveying | Average | Usually admin work, but shadowing of agents may be possible on site. Some phone work and receptionist duties. |
| Hair/beauty | Average | Observation and basic duties – some treatments might be done on you! |
| Hotel/catering | Average/low | Mainly clearing up, some salad or dessert preparation – simple things. Cleaning rooms, waiting on tables etc – high standards are required. |
| Law/legal services | Average/low | Largely admin work. Client confidentiality a problem. Some court experience may be possible and a genuine interest is essential. |
| Media | Very low | TV and radio is almost impossible unless you already have a contact. Some journalism but not much, you would have to be really good at English. Mainly admin, basic tasks and work shadowing. |
| Medical/dentistry | Low | Most placements are on the reception or in the office at GP surgeries. Difficult to work shadow doctors due to patient confidentiality but some observation may be possible. |
| Motor trade | Average | Observation, some ‘hands on’ – oil changes, parts, general cleaning duties. |
| Music industry | Very low | Again, only likely through personal contacts. General observation, shadowing and possibly some non-critical practical. |
| Police/fire/ambulance/security  | Almost impossible | Data protection act makes it very unlikely that places can be found. As staff work in life and death situations they don’t want students in the way. |
| Pharmacies/opticians | Average | Some shadowing and dealing with customers but mainly reception and administration work. |
| PR/marketing/advertising | Low | Some places available but work is largely administrative and observation. Some labour may be involved too – setting up displays etc. |
| Retail/shop work | High | Basic jobs to start with then shop floor experience under supervision. Must have genuine interest and be good dealing with the general public. |
| Sport/leisure/recreation | Low | Mainly cleaning and reception duties. You can’t coach unless qualified |
| Teaching | Average/high | Mainly primary – general teacher’s help, some teaching of small groups, but must have a genuine interest. Secondary teaching is largely observation. |
| Veterinary/work with animals | Very low | Observation, cleaning out of animals, feeding under supervision, dealing with customers. |