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October 2026

Dear Parent(s)/Guardian(s)

Re: Year 10 Work Experience Programme 2027

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 3 to Friday 7 May 2027**.

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 Manager

Work Experience 2027 Key Points

Key Points/things to remember...

- Work Experience – Monday 3 – Friday 7 May 2027
 - **'Own Placement Deadline' – Thursday 17 December 2026**
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- **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**
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- 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
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- **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 2027
'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 THURSDAY 17 DECEMBER ****
TAKE A PHOTO OF YOUR COMPLETED FORM AND HAND IT IN TO MR
RATHBONE AS SOON AS POSSIBLE

PLACEMENT DATES: MONDAY 3 – FRIDAY 7 MAY 2027

Work Experience – Occupational Areas

Occupational Area	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.