



**BIDDULPH
HIGH
SCHOOL**

Member of the



Potteries
Educational
Trust

Biddulph High School

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2 July 2026

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

Subject: Year 10 Work Experience Information Evening – Wednesday 15 July 4.30 – 5.15 pm

As your child prepares to enter Year 10, we would like to invite you to our Work Experience Information Evening on Wednesday 15 July from 4.30pm – 5.15pm in the Lecture Theatre.

The purpose of this session is to provide students and parents/carers with all the key information needed to successfully secure and complete a work experience placement.

During the evening, we will cover:

- Important work experience dates and deadlines
- How students should approach employers and secure a placement
- The process for logging placements and completing the necessary paperwork
- Health and safety requirements
- The expectations for students throughout the process
- Sources of support available from school

Work experience is an extremely valuable part of a young person's career journey. It provides students with the opportunity to develop employability skills, gain insight into the workplace, build confidence and make informed decisions about their future education and career pathways. Employers and post-16 providers increasingly value evidence of workplace experience, initiative and commitment, and a successful placement can strengthen future applications, CVs and personal statements.

It is important to note that all students are expected to secure their own work experience placement. This process is designed to help students develop essential communication, organisation and self-management skills. We therefore expect students to take the lead in making contact with employers, supported by their parents/carers where appropriate. School staff are available to offer guidance and support throughout the process; however, the responsibility for finding a suitable placement rests with the student.

The Department for Education highlights that meaningful workplace experiences help young people develop the skills, knowledge and behaviours needed for their next steps and future careers. By engaging directly with employers, students gain a better understanding of workplace expectations and the opportunities available to them beyond school.



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We strongly encourage both students and parents/carers to attend this important information evening to ensure everyone understands the process and expectations from the outset.

We look forward to seeing you on **Wednesday 15 July at 4.30pm in the Lecture Theatre**. If you are unable to attend, the information will be shared via Arbor and an additional information morning will be planned for September, details to follow.

Yours sincerely

Charlotte Campbell

Careers, Enterprise and Employability Co-ordinator



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