

AMBITION - CARE - COURAGE

February 2026

Dear parents/carers,

Re: Year 10 Work Experience Own Placements

I am writing in follow-up to our Year 10 information evening regarding Work Experience which was held on Monday 19th January.

During this event, our partners at the Education Business Partnership (EBP) explained that there were two routes to finding placements:

- 1) Asking EBP to source the placement
- 2) Sourcing an 'own placement' through contacts known to you

Further details of available placements offered through the EBP and how to select one of these will be sent out in due course. The deadline for choosing is Monday **27th April 2026**.

For own placements, employers will need to provide evidence that they have full Employers Liability Cover and both students and employers will need to complete an 'Own Placement Form'.

In order to ensure that own placements are compliant, the deadline for the return of the Own Placement Form is earlier than EBP sourced placements. The Own Placement Form therefore must be returned by Monday **16th March 2026** at the very latest. Forms returned for own placements after this date may not be accepted and the placement may not be able to go ahead.

We have placed a copy of the EBP presentation and a downloadable Own Placement Form on the Careers section of our [website](#).

If you have any queries about own placements or work experience in general, then please do not hesitate to contact the school office.

Yours sincerely,



Mr R Hawthorne
Principal