

Dear Parent/Carer,

Re: Year 10 Work Experience: Monday 14th – Friday 18th July 2025

As you are probably aware your child will be taking part in a week of work experience from Monday 14th to Friday 18th July 2025 where they are expected to find a suitable placement that will give them an insight into the world of work.

As part of our Careers programme in school we strive to ensure that our students receive the best possible impartial advice and guidance and so we structure our programme to evidence the Gatsby Benchmarks. By completing a period of work experience your child will evidence the following:

- Gatsby Benchmark 5: Encounters with employers and employees
- Gatsby Benchmark 6: Experiences of workplaces
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Your child has had some curriculum time in their PSHE lessons to look for possible placements and we would ask you to support your child in sourcing a suitable placement if they have not yet done so. This can be done either through utilising your own contacts or by accessing the *Safety Measures* database which collates possible placements, providing job information and contact details for your child to initiate contact. To access this database please follow these steps:

- Go to <https://dbase.smwex.co.uk>
- Log in
 - o Username: Suthersstudent
 - o Password: Studentsuthers
- Click *Search Companies*
- Click *Search Filters*
- Enter information into as many fields as required:
 - o Choose the industry type (e.g. *Engineering*)
 - o Enter the Postcode Area (e.g. *NG24*)
 - o Select the radius from this postcode area (e.g. *10 miles*)
 - o Click *Search*

Once your child has found a placement that looks interesting, they need to make contact with the employer. They have been provided (via email) with a template for an email and a letter that they can adapt and send. Alternatively, they could phone or visit a possible employer.

We ask that you have conversations with your child about their work experience placement if they are not already sorted as we expect all students to take part in this excellent learning opportunity.

Students will also be afforded additional time through the Year 10 tutor programme to search for placements and I will be looking to support students who need additional help in securing a placement on the return to school from the February half term.

Should you have any questions please feel free to email me on ashivas@suthersschool.co.uk

Yours sincerely,

Ally Shivas
Head of PSHE