

June 2025

Dear Parents and Carers

Work Experience - Monday 18 May - Friday 22 May 2026

Work experience is an opportunity to gain a broad experience of the world of work and an opportunity to develop skills they will require in their future working lives. The purpose of work experience is to provide a realistic insight into the world of work as part of the schools Careers Programme. This will assist our students as they make the transition to adult life and career pathways for the future. During the week students will complete a number of tasks on Showbie to document their placement. Our current Year 9 students will complete their work experience in the summer term of Year 10.

Students are responsible for organising their own placements and are encouraged to approach companies themselves. A health and safety risk assessment will also be carried out by an external contractor as well as the daily telephone calls to check on the student's placement. The attached Work Experience Consent Form will need to be completed by the Company your child has secured for their work experience. We ask that the company take a copy of the form and return the original to school. **All forms must be submitted by Thursday 27 November 2025.** We do have the right to withdraw a work experience placement based on behaviour in school. Students are unable to attend work experience if they have not returned their consent forms.

We also require your consent and your child's consent for them to participate in work experience. Please complete the attached Consent Forms.

All Year 10 students are expected to participate in Work Experience and the normal timetable will be suspended for this five-day period.

If you feel you are willing to support with our work experience programme by offering a placement for one of our students. Please contact enquiry@trss.bham.sch.uk

Thank you for your support in helping your child gain a valuable insight into the world of work.

Yours sincerely

Mrs L Norton
Assistant Headteacher