

Dear Year 10 Parent/Guardians,

I hope this letter finds you well. We are writing to inform you about an exciting opportunity for your child: Work Experience Week, which will take place from Monday 7th July to Friday 11th July 2025.

This is a valuable experience for our Year 10 students, offering them the chance to develop important skills that will help shape their future education and career paths.

Why Work Experience Matters: During this week, your child will gain real-world exposure to a workplace environment, allowing them to develop a wide range of skills such as:

Teamwork and communication: Learning to work with others in a professional setting.

Problem-solving and resilience: Tackling new challenges and learning from real-life situations.

Independence and responsibility: Managing their time and tasks effectively.

Career insights: Gaining an understanding of potential future careers and what working in a particular sector might look like.

Work experience is an invaluable way for students to understand the demands and opportunities of the working world, and it helps to build their confidence and aspirations for the future.

Arranging a Placement: The most successful and rewarding work experience placements tend to be those that students arrange themselves, as it allows them to find something that aligns with their own interests and career ambitions. We strongly encourage students to start thinking about and organizing their placements as soon as possible.

Please be assured that our college Careers Team is available to support them every step of the way. Whether your child needs help finding a placement, preparing their CV, or reaching out to local employers, the Careers Team can assist. If you have any questions or need guidance, feel free to contact them at careers@horizoncc.co.uk.

Logging Placement Information: Once your child has secured a placement, it is essential that they add the details to the online platform Unifrog. Students have already been introduced to Unifrog during form period and can access it from their mobile phones or tablets using their school log-in details. Please remind your child to log their placement as soon as possible. All placements

must be found and submitted by February half term at the latest to allow all necessary checks to be completed.

What If My Child Cannot Find a Placement? If your child is unable to arrange a placement themselves, the Careers Team will do their best to allocate them a suitable placement, though availability may be limited. If a placement cannot be found, your child will spend the week in college completing career activities and virtual work experience. We encourage students to take the initiative and start reaching out to potential employers now to secure the best possible experience.

Thank you for your continued support in helping your child prepare for this important part of their learning journey. If you have any questions or concerns, please do not hesitate to get in touch.

Kind Regards

Mrs C Malson

Associate Vice Principal – Personal Development

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