



16 January 2026

Dear Parent/Carer

Year 10 Work Experience week – 13th – 17th July 2026

All Year 10 students are expected to take part in a work experience placement from 13th July – 17th July 2026. Students should now begin the process of finding a suitable placement, with support from home, as soon as possible. Placements can be with local businesses, organisations, charities or employers who are able to offer a safe and meaningful experience of the world of work.

Work placements should be arranged for a one-week period from 13th July 2026 to 17th July 2026 inclusive. Work experience placements cannot be authorised during any other week in term time.

Work experience provides students with a valuable opportunity to:

- Develop employer ability skills such as communication, teamwork and responsibility
- Gain an insight into different careers and workplaces
- Build confidence and independence
- Strengthen future CVs, college applications and personal statements.

Further guidance on what makes a suitable placement along with any required paperwork and deadlines is currently being shared with students. All placements must be submitted via Unifrog (link available on the Student Hub) and approved before the work experience placement can commence. Advice and guidance is also available on our website [JFCS - Work Experience Guidance](#)

Parental help in finding a suitable work experience placement would also be most welcome however it is not recommended that students complete their work experience with their parents at their place of work. It is expected that all students will have organised their placement by 20th March 2026.

In choosing a placement the following points should be taken into consideration:

- Students will be expected to conform to the requirements of the workplace in terms of wearing suitable clothing, start and finish times etc.

- Students are expected to make their own arrangements for travel to and from the workplace.
John Flamsteed School is unable to cover travel costs and therefore this should be taken into account when deciding upon a placement.

During the work experience week, it is expected that all students will be at the workplace of their host employer and not in school. Students return to school as usual on Monday 20th July, as end of term is Thursday 23rd July at 1pm.

If you have any queries regarding the work experience programme, please contact myself or Ms Best, Head of Year 10 either by phone or email enquiries@jfcs.org.uk

Thank you for your continued support in helping to make this an effective and positive experience for our students.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Hellend'.

Mrs C Hellend-Carr
Head of Personal Development