



**THE HART
SCHOOL**
*Creative
Education
Trust*

KCA/SHN/RSA

23 September 2026

Dear Parents and Carers,

Year 10 Work Experience 2027 – Information for Parents and Carers

As part of our commitment to preparing students for their future education, training and employment, we are pleased to inform you that all Year 10 Students will participate in our annual Work Experience Week, taking place from Monday 8 February to Friday 12 February 2027.

Work experience is a valuable opportunity for students to gain first-hand experience of the workplace, develop key employability skills, increase their confidence and begin exploring potential career pathways. During the week, students will spend five days with an employer and complete a work experience journal to reflect on their learning and experiences.

Attached to this email are two documents which provide important information and guidance:

1. Year 10 Work Experience Information for Parents and Carers

This document explains:

- What work experience involves.
- How students can find a placement.
- The role of parents and carers in supporting the process.
- How placements are recorded and approved through Unifrog.
- The health and safety measures in place.
- Who to contact if you require support or advice.

2. Year 10 Work Experience Guidance and Template Letter

This document provides students with practical advice on:

- Identifying suitable employers.
- Contacting businesses and organisations professionally.
- Writing emails or letters requesting a placement.
- Presenting themselves confidently to potential employers.



We encourage students to begin searching for placements as soon as possible. Securing a placement is an important part of the work experience process and helps students develop independence, resilience and communication skills. Parents and carers can support by discussing career interests with their child and helping them identify potential employers through family, friends or local contacts.

Once a placement has been secured, students must record the details on Unifrog, where approval will be sought from the employer, parent/carers and school before the placement can proceed.

If you experience any difficulties in finding a placement, please contact the school as early as possible. While we may be able to allocate a pre-arranged placement in some circumstances, availability is limited and cannot be guaranteed.

We would like to thank you in advance for your support in helping your child secure a meaningful and rewarding work experience opportunity. We are confident that this experience will play an important role in supporting their future aspirations and career development.

Should you have any questions, please refer to the attached information documents or contact a member of the Careers Team.

Yours sincerely,

Miss K Caulfield
Careers Leader