

Tuesday 12 November 2024

Dear Parents and Carers,

I hope you are well. We are pleased to inform you that our Year 10 students will be given the opportunity to engage with a work experience placement in the summer term of this academic year, starting on **Monday 14th July 2025**. Work experience may be the first time your child will visit a workplace and learn about employer expectations and the world of work. We need to ensure our students' work experience placement is of high quality and one that they enjoy. We want our students to be successful adults, having a career they enjoy, are passionate about and one that they feel is purposeful and makes a difference. Work experience will provide students with a flavour of the workplace and to further explore their future goals.

**Work Experience Monday 14<sup>th</sup> – Friday 18<sup>th</sup> July 2025**

The process for work experience will be:

1. Students (with support from parents and carers) need to find a work experience placement. We feel this is the best way to secure a meaningful placement and it also develops students' skills trying to organise a placement improving their communication and interpersonal skills.
2. When a placement has been secured students need to fill out the requested details through the Google link below.  
  
<https://forms.gle/u4xji4j4VMaFZFSZ7>
3. This is then logged securely with our provider Tailored Education who will then carry out a risk assessment and onsite visits to ensure the placement meets safeguarding requirements. If there are any issues raised we will get in touch with you to discuss the placement.
4. Cansfield High School will continually seek work experience opportunities with our business partners which are growing weekly that students could potentially access.

In assemblies we will inform students of any work placements that might become available through our own or Tailored Educations contacts and they will have the opportunity to sign up to one of these if it matches their requirements. Whilst limited, especially in our first year we will email these out to parents/carers so you can discuss whether these are options for your child. If you would then like to take one of these placements please email Mr. Mugan at [c.mugan@cansfield.wigan.sch.uk](mailto:c.mugan@cansfield.wigan.sch.uk).

Yours sincerely,



Mr. C. Mugan  
Head of Enrichment

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