

Dear Parent/Carer,

I am writing to inform you that we would like all students in Year 10 to undertake 4 days' work experience from **Tuesday 8th July 2025 until Friday 11th July 2025**.

Work experience aims to provide all young people with an opportunity to:

- obtain a wider awareness of the world of work as part of their general education
- learn outside the classroom
- increase their economic understanding
- relate their studies to the world of work and training.

Students are already aware that they need to find a placement for this week, and we are writing to ask you to encourage your student to find a placement – this could be through their personal/family contacts or by students contacting places, businesses or companies that interest them. I have attached a suggested template for this that could be used in a letter or email form.

If you or your child would like some additional information or advice about who they could contact for a placement, please contact their tutors at school. We do not have a long list of contacts unfortunately, so we encourage students to contact a number of places to secure a placement.

Once your student has found their placement, they will need to contact me, and I will issue a consent form to them, which they will need to ensure it is completed by the employer. There is also a parental consent section which you will need to complete. This must be signed and returned no later than 14th February 2025. Students will not be able to take part in a placement without a fully completed form.

During the placement, members of school staff will ensure students are attending, and the placement is going well.

If students do not find a placement, then they have to attend school as normal, however we would like all students in year 10 to complete work experience, as it offers such huge benefits to the students.

Please do not hesitate to contact the year team if you have any questions.

Yours sincerely,

Rachel Martin
Careers and Aspirations Co-Ordinator
The City Academy Bristol
Email: rachel.martin@clf.uk
Tel: 01179413800

Work experience letter / email template

Dear [Employers name]

My name is [Your name] and I am a year 10 student from City Academy Bristol.

I'd like to enquire about a potential work experience placement, which I will be available to carry out for 4 days from Tuesday 8th July 2025 to Friday the 11th of July 2025.

I'm keen on gaining some practical work experience in [chosen field of work], because this opportunity could impact my career options in the future.

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours sincerely,

[Your name]

[Email]

[Contact Number]