



Thursday 25 June 2026

Dear Parents/Carers,

We are pleased to remind you that our upcoming **Year 10 Work Experience programme** will take place from **Monday 30 June to Friday 3 July 2026**. This is a valuable opportunity for students to gain first-hand experience of the workplace, helping them to develop important life skills and strengthen future applications, including for Sixth Form, college and employment. We would like to thank you for your continued support in organising your child's placement.

During their placement, students are expected to demonstrate high standards of behaviour and represent both themselves and the school positively. This includes:

- Showing respect, good manners and professionalism at all times
- Dressing appropriately and arriving punctually
- Listening carefully and following workplace rules, particularly around health and safety
- Being proactive by asking questions and taking responsibility for their work

Students have also been reminded of the importance of confidentiality. Some workplaces may involve handling sensitive information, which must not be shared outside of the placement. In addition, students should follow any employer policies regarding the use of mobile phones and social media.

If a student is unwell or running late, it is essential that they notify both their employer and the school as early as possible.

Please be aware that school staff will be contacting employers during the week to support students and ensure placements are progressing smoothly.

Employers have a responsibility to provide a safe and supportive experience, including appropriate supervision, clear guidance and health and safety information. If your child feels uncomfortable or encounters an issue during their placement, please contact your House Office immediately so that we can provide support.



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Aspiration



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Excellence



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Platinum Award
Awarded by Arts
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We would also welcome hearing about students' experiences during the week. If your child would like to share any information or photographs from their placement (with appropriate permissions), these can be emailed to the school to administration@lincroft.academy and may be included in a celebration of work experience across our social media platforms.

Once back in school, students will be supported to reflect on their experience and the skills they have developed. This reflection will help inform future applications and interviews. Employers will also complete an evaluation for each student, so we encourage all students to make a positive impression throughout the week.

If a student has not secured a placement, they are expected to attend school and follow a structured timetable of activities that we have arranged.

We are confident that this experience will be both rewarding and enjoyable for our students, and we thank you again for your continued support in helping them prepare for this important step.

Yours sincerely,
Mr George Lewis
Assistant Principal

