

11th March 2026

Dear Parents and Carers,

As a year 10 pupil, your child will be taking part in work experience from **Monday 18th to Friday 22nd May 2026**. This is an important part of their personal development and a statutory requirement which helps prepare them for life beyond school.

Work experience is a short-term placement that allows students to spend time in a real working environment. It provides the opportunity to observe day-to-day tasks, understand workplace expectations, and take part in supervised activities that reflect the nature of the job.

Taking part in work experience offers several important benefits, including:

- Developing practical skills — gaining hands-on experience that cannot be learned in the classroom.
- Building confidence — becoming more comfortable in professional settings and learning how to communicate with colleagues and customers.
- Understanding career options — seeing how a workplace operates and deciding whether a particular industry or role is the right fit.
- Improving employability — demonstrating initiative, responsibility, and a willingness to learn, all of which are valuable to future employers.
- Enhancing CVs and applications — providing real examples of experience that can support future job, apprenticeship, or college applications.

Work experience to do list:

1. Contact businesses to find a placement.
2. Get the name of the contact, business name, email address and phone number.
3. Log these details on the Unifrog platform
4. Speak to Mrs Westbrook to let her know you have a placement or if you need any help.

We encourage you to talk with your child about their placement, what they hope to learn, and any questions they may have.

If you have any concerns or require further information, please see the slides on our school website (<https://theportsmouthacademy.org.uk/learn-with-us/careers-and-aspirations/>) or contact the school - Stacey.Westbrook@tpa.tsat.uk and we will be happy to help.

Kind regards,



Miss Blackmore
Assistant Principal