

Tongue Lane, Leeds LS6 4QE

Telephone: (0113) 887 3240
Email: info@cardinalheenan.com
Website: www.cardinalheenan.com
Headteacher: Mr D Kelly BA (Hons) NPQH



17 June 2025

Dear Parents/Carers

Year 10 Work Experience Placements: Monday 14 July – Friday 18 July 2025

Firstly, thank you for your support in assisting your child in securing their work experience placement. It has not been easy for employers to offer these opportunities in the years following the pandemic and, as a result it has been more difficult for students to acquire a placement. If there are any students that are in a position where they have not secured a placement and handed in the correct forms to Mr Gaffey, they should see him at the earliest opportunity.

All prospective placements must be formally risk assessed before we allow students to undertake them. Over the course of the year, we have passed the relevant information to the company that completes these risk assessments. Once placements have undertaken these checks students will receive a job description and risk assessment. These need to be signed by students, employers and parents and returned to school.

Unfortunately, there are a small number of placements still waiting for health and safety checks to take place. Mr Gaffey will keep students informed if there are any major issues as soon as he is made aware from the work experience team. Thank you for your support in this challenge and we will continue to update you in the coming weeks.

To ensure that our records are fully up to date, please complete the parental consent form on this link <https://forms.office.com/e/fkksUiqk1Z>.

Yours faithfully

Mr K Gaffey
Careers Guidance Coordinator

