

Tongue Lane, Leeds LS6 4QE

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Headteacher: Mr D Kelly BA (Hons) NPQH



15 October 2024

Dear Parents/Carers

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

As part of the school's careers Guidance programme your son/daughter is expected to find a one-week work experience placement from Monday 14 July until Friday 18 July 2025. Work experience provides many benefits, giving pupils skills and experiences that will help them make informed choices about the right sector to work.

Students taking part in work experience are likely to benefit as follows:

- gaining insights into skills and attitudes required by particular sectors and employers;
- finding out about changes in the world of work and implications for future careers;
- the opportunity to investigate real life practices in vocational areas;
- development of increased self-maturity, motivation, self-confidence and interpersonal skills; and
- develop a practical understanding of health and safety, economic and business issues, citizenship, the environment, moral and social education.

Much information about work experience has been given to pupils in school in order to help them look for placements.

Pupils are encouraged to find their own placements. Assistance is available from Mr Gaffey. Sessions are held at lunchtime and after school where pupils may use work experience websites to approach companies directly.

Once pupils have found a placement, they need to complete the *OP1 Health and Safety Form* (attached to this email) and return to school or email to kg@cardinalheenan.com. Education Bradford, who organise the health and safety checks, require forms in as soon as possible. These checks may take up to six months. Please make every effort encourage your son or daughter to find a placement as soon as possible.

If you have any questions or concerns, please contact Mr Gaffey at school on 8873240 ext. 265 or alternatively kg@cardinalheenan.com. Please complete the parental consent form giving permission for your child to take part in work experience in July 2025 by following this link <https://forms.office.com/e/fkksUjqk1Z>.

Yours faithfully



Mr K Gaffey
Careers Guidance Coordinator

