


Millfield Science & Performing Arts College

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Headteacher: Mrs. N Regan, BA (Hons), PGCE, NPQH, NPQEL



Our Ref: SDA

10th September 2025

Dear Parent/Carer

Year 10 Work Experience

You may be aware that in line with school policy we provide all our year 10 students with a great opportunity to undertake a two week period of work experience. The dates for work experience placements this academic year are Monday 16th March 2026 through until Friday 27th March 2026.

We strongly encourage all students to arrange their own work experience placement. This enables them to pick a placement in an area of work that they would be interested in, and can be beneficial to their future career path, however please bear in mind that work experience placement is about experiencing being in the workplace in general and we want them to enjoy the two weeks and find it valuable. Placements need to be within the Lancashire, Blackburn with Darwen, Blackpool, South Lakes, Bury, Manchester and Bolton, any placements outside these areas incur an out of area charge which can be over £100 which the school cannot fund.

All students who do not arrange their own placement will select six job placements from a database of selected companies by the Education Business Partnership. They are not guaranteed their first choice and could be allocated any of the six selections they make. Please assist your child in arranging a self-placement if possible.

Enclosed with this letter you will find the following information to help with the arrangements of your child's work experience placement, all this information can be found on the school website under Careers/Work Experience.

- A Parent's Guide – This includes many of the key dates to place in your diary.
- Online Medical Form – <https://forms.office.com/e/hRDauUiuMS1> **26th September 2025**



- Self-Placement Form (Green) – This must be completed and returned to school by **no later than 5th December 2025** if your child wishes to arrange their own self placement. Due to health and safety checks which need to be made on the placement company, any forms after this date can't be accepted. **A copy of the employer's liability insurance must be returned with the form.**

The work experience programme is an excellent opportunity for your child to experience the challenges of the workplace, learn new skills and build self-confidence. We often have students who are offered part time jobs following their work placements.

Yours faithfully,

Mrs S Draper
Work Experience Co-ordinator

