Romero Catholic Academy Trust

All Saints'
Roman Catholic High School,
A Voluntary Academy

Headteacher: Mrs Francesca Lord BA(Hons), NPQH
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September 2026

Year 10 Work Experience 2027

Dear Parent,

As your child is now in Year 10, we would like to offer them the opportunity to participate in one week's work experience from **5-9 July 2027**. The purpose of work experience at this young age is to help pupils build essential work ready skills and gain confidence through real-world experience. Therefore, our **Learning Outcomes** are:

- **Building Skills:** Practise teamwork, communication, problem-solving, and job search skills.
- **Growing Personally:** Develop confidence, responsibility, and independence.
- **Finding Purpose:** Understand how school learning connects to real jobs and goals.
- **Making Connections:** Meet professionals who may support future opportunities.

To participate your child must:

-find their own placement as part of a learning experience in job search skills
-provide evidence of the arranged placement via a completed Self Placement Form
-allow school to contact the employer to confirm a placement has been arranged and to request feedback
-work a minimum of 20 hours and work each of the 5 days. If your child doesn't work for one of the days during the week they must come into school.
-the placement must be in the UK and the working hours must be during the day.

To participate you as the parent must:

-assure the placement is safe. You are the organiser of the placement and need to follow guidance provided by the Health and Safety Executive. This involves checking the employer has liability insurance, has considered the risks of offering a young and inexperienced person a week's work placement and has safeguarding policies in place.
-sign and return to school the Parental Agreement Form to say you want your child to take part and that you understand your role as organiser.
-provide school with a copy of the Employers Liability Insurance Certificate and completed Self Placement Form to confirm the arranged placement.

As you are the organiser we have enclosed a 'How to Guide' including all the information from the Health and Safety Executive to help you ensure the placement is safe. If you have any concerns at any point about the safety of the placement your child finds, please do not hesitate to contact school for advice and guidance.

School has a safeguarding duty towards your child during placement, so there are strict deadlines to receive all documentation and evidence so that we have time to contact employers in advance of placements and address any issues should they arise. The deadline schedule is as follows:

Deadline 1: Parental Agreement Form

Please read the 'How to Guide' and complete the Parental Agreement Form acknowledging that you agree to your child taking part in work experience and that you will check the placement is safe and will provide the evidence we need to authorise absence.

This form must be returned to Mr Panaro in room 122/Computing by Friday 16 October 2026.

Deadline 2: Self placement Form and Employer Liability Insurance Certificate

Using the 'How to Guide', support your child in finding a placement. Once your child has found a placement, please arrange a time with the employer to complete their section of the Self Placement Form. You also need to collect a copy of their Employers Liability Insurance. You also need to complete the Parent section on the self-placement form to confirm you are confident the placement is safe.

The Self Placement Form and copy of the Employers Liability Insurance Certificate must be returned to Mr Panaro in room 122/Computing by Friday 29th January 2027.

Following receipt of all required paperwork we will contact you and the employer to confirm that we have authorised absence.

I am aware that this letter contains a lot of information so should you and your child have any queries please contact Mr Panaro, s.panaro@allsaintshigh.lancs.sch.uk or Miss Grenaghan, l.grenaghan@allsaintshigh.lancs.sch.uk.

Yours faithfully
Mr S Panaro
Careers Leader

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How to guide
Parental agreement form
Self placement form