



Tomlinscote School

November 2025

Dear Year 10 Parent/Carer,

RE: Year 10 Progression Evening and Work Experience Meeting – Mon 19 Jan 2026

Whilst it may feel a long way off at present, your child will be completing their work experience in the coming June of this academic year. Work Experience week will take place **15th - 19th June 2026**.

As in previous years, students will source their own work experience placements by using connections among family/friends or by liaising with our work experience team for contacts. Students will then submit these details onto our work experience management platform which is called Grofar.

Well ahead of this, and in preparation, I wanted to make you aware of the process for submitting work experience placement details and notify you of the information and support available for your child leading up to this.

- Monday 19th January (7-8 p.m.) is our 'Year 10 Progression and Work Experience Evening' which will be held in the Main Hall for families and students (if students wish to come). This is where we will 'launch' the work experience programme and give you more guidance on what is expected and how they submit their placements etc. Whilst the work experience programme is one of the main features of this evening, please be aware that we will also be giving you information about the following:
 - How the school supports students for their post-16 progression and the programme that is in place for them, now they are in Key Stage 4
 - Post-16 pathways as we also have introductory presentations from local colleges: Farnborough Sixth Form College, Farnborough College of Technology and Activate Learning. Post-16 providers will also be there from 6.30 p.m. to speak informally to students and parents as you come in ahead of the main start at 7.00 p.m.
- During the Spring 1 half term (after Christmas until the February half term), Year 10 students have a 'work experience preparation' PSHE unit where they look at employability skills, interview skills and CV writing amongst other things. This is planned to coincide with the evening outlined above.

- The deadline for students confirming their work experience placement details and submitted on the Grofar platform will be the Easter holidays – 27th March 2026. This is to enable the work experience team to do all 300 site visits and health and safety checks etc.

Timing and Competition for Work Experience Places

Whilst we ‘launch’ the work experience programme in January at the evening outlined above, we strongly advise that students start to research potential placements and connections **now** before companies get inundated with requests from other schools. We encourage students to source connections in areas they are most interested and through utilising family/friends where possible. We recognise that many companies have changed their working patterns since the Covid lockdown with more employees working from home leaving fewer opportunities for work experience. Starting research early is important to make sure that students secure a placement they are interested in.

If students are struggling to source a placement, then the team has a data base of contacts from previous placements which is updated with new opportunities. The Wex Team will happily pass on contact details on to students if requested. Please get in contact if this is something that we can help with and give us some detail regarding your child’s interests/aspirations. The team can be contacted on wex@prospecttrust.org.uk.

So to recap those key dates:

- Monday 19th January 2026, Tomlinscote School, Main Hall: Main presentation 7pm – 8pm with doors open at 6.30 and after the presentations to have conversations with colleges and to talk individually to the Wex team.
- Friday March 27th 2026: Deadline for submitting work experience placements
- Monday 15th – 19th June 2026: Year 10 Work Experience week

I look forward to seeing you at the information evening in January but please feel free to contact me at the school if you have any general questions regarding work experience at this point ccrabtree@tomlinscoteschool.com

Yours faithfully,

Ms C Crabtree
Careers Lead