



Tomlinscote School

October 2026

Dear Year 10 Parent/Carer,

RE: Year 10 Progression Evening and Work Experience Meeting – Mon 18th Jan 2027

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 **14th - 18th June 2027**.

As in previous years, students will source their own work experience placements by using connections among family/friends/the local community. Students will then submit these details onto our work experience management platform later on in the Spring Term.

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 18th 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
 - The various post-16 pathways that exist- we will be hosting a number of introductory presentations from local colleges and providers as part of the evening. These 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' unit in their Personal development Programme during Tutor Time. This will be where they look at evidencing employability skills, practising interview skills and CV writing amongst other things. This is planned to coincide with the evening outlined above.



Principal: Mr M Venton, BA Hons
Tomlinscote Way, Frimley, Surrey GU16 8PY
Email: office@tomlinscoteschool.com web: www.tomlinscoteschool.com Tel: 01276 709050
Tomlinscote School is part of The Weydon Multi Academy Trust, registered in England number 07552535
Registered office: Weydon School, Weydon Lane, Farnham, Surrey, GU9 8UG



- The deadline for students confirming and submitting their work experience placement details will be the day they return after the Easter holidays – Monday 12th April 2027. This is to enable the team to process the paperwork, risk assessments and insurance documents for all 300 students in the year group. There will also be a number of site visits and health and safety checks as part of this which takes time to process in order for all placements to go ahead.

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/the local community 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 key to make sure that students secure a placement for the scheduled week.

If students are struggling to source a placement, then the team has a data base of contacts from previous placements and we may be able to support by giving details of those businesses that have previously accepted placements. It is no guarantee but can be considered as a starting point for those struggling to source a placement.

So to recap those key dates:

- Monday 18th January 2027, Tomlinscote School, Main Hall: Main presentation 7pm – 8pm with doors open at 6.30 pm for families to speak, informally, to the post-16 providers present.
- Monday 12th April 2027: Deadline for submitting work experience placements on the portal
- Monday 14th – 18th June 2027: Year 10 Work Experience Week

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

Yours faithfully,

Ms H Livesey
Assistant Principal – Personal Development, Transition & Progression

Ms C Crabtree
Careers Lead