# THE GRANGE SCHOOL

*Mr V Murray – Headteacher*

November 2026

Dear Year 10 Parent & Carers

**Re: Year 10 Work Experience Programme (4th - 14th May 2027) Reminder.**

As part of our commitment to preparing students for their future careers, all Year 10 students will take part in a two-week work experience placement from **Tuesday 4th May to Friday 14th May 2027**.

Work experience provides students with a valuable opportunity to develop new skills, gain real workplace experience, build confidence, and explore potential career pathways.

**What should students be doing now?**
We are asking students to begin searching for suitable placements as soon as possible. There are several ways they can do this:

**1. Speak to family, friends, and wider contacts**
Many students can secure excellent placements through family members, friends, neighbours, or other personal contacts. We encourage students to consider a range of industries and job roles, as this can help them gain a broader understanding of the world of work.

**2. Contact local businesses and organisations**
Students should start approaching local employers to enquire about work experience opportunities. They should:

- Use the email template available on Bromcom when contacting organisations.
- Book a session with Mrs Devanney to help write an email/make a phone call. This can be done via emailing: edevanney@grange.bucks.sch.uk
  Guidance to support students with making contact by email or telephone has been uploaded to Bromcom.

**Once a placement has been secured**
When a student has confirmed a work experience placement, they should email **Mrs Devanney** with the following information:

- Company/organisation name
- Name of contact person
- Contact email address
- Contact telephone number
- Placement address
- Brief description of the role and duties they will undertake

**How parents and carers can help**
Your support is invaluable in helping students secure meaningful placements. Please encourage your child to:

- Begin searching early.
- Speak to family members and contacts who may be able to offer opportunities.

If you have any questions regarding the work experience programme, please do not hesitate to contact me via email in the first instance: edevanney@grange.bucks.sch.uk

Yours Faithfully

**Mrs E Devanney**
**Work Experience Coordinator**