

1<sup>st</sup> July 2025

Dear Parent/Carer

## Year 10 Work Experience – Summer Term 2026

As part of Haileybury Turnford's commitment to delivering the highest standard of Careers Education, Information, Advice and Guidance, I am pleased to introduce you to the Year 10 Work Experience programme for Summer Term 2026. This programme is a statutory requirement for all students nationally, and we are proud to provide this valuable opportunity for our students to gain first-hand insight into the world of work.

Current Year 9 students (entering Year 10 in September 2025) will undertake a five-day work experience placement with an employer of their choice towards the end of June and into early July 2026. Exact dates will be confirmed in due course. During this five-day period, no Year 9 lessons will be running, and we expect all students to be out of school, respectfully, and engaged in a meaningful placement.

Work experience allows students to immerse themselves in a professional setting, develop key employability skills, and better understand the expectations of the modern workplace. It provides a unique opportunity for students to connect classroom learning to real-world careers and to explore future pathways that align with their aspirations. We strongly encourage all students to begin seeking high-quality placements as early as possible. With a larger year group and increased demand for opportunities locally and nationally, early planning is essential to secure the most impactful experiences.

In the coming weeks and into September, I will be delivering assemblies and tutor time sessions to further introduce and support the work experience process. These sessions will guide students through what is expected of them and how to use the tools available to help them secure a placement.

**It is the student's responsibility to secure their own placement.** The school is not responsible for sourcing or providing placements. Students must independently arrange their own work experience, as doing so is an important part of the employability learning process. From time to time, students may receive notifications via Class Charts from me about opportunities that arise. However, please note that these are not bespoke to Haileybury Turnford. We are simply passing on opportunities that come our way, and none of these placements are guaranteed. Students should not rely on these as their main route to securing a placement.

To ensure the safety and suitability of each placement, all details must be submitted digitally via our careers' platform, [Unifrog](#). All students have been issued with individual logins and, through tutor time sessions (some of which may already have taken place), are being shown how to access and use the platform to log placements and explore support options.

All employers must have Public Liability Insurance and be able to provide a safe, appropriate working environment for students. Work experience is observational and participatory in nature, but students must not be exposed to risks or carry out any tasks unsuitable for their age.

If you have any questions about the work experience due to take place, please contact Mr Aydin, Co-Careers Lead with special focus on work experience provision.



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333  
[enquiries@haileyburyturnford.com](mailto:enquiries@haileyburyturnford.com) [www.haileyburyturnford.com](http://www.haileyburyturnford.com)  
Principal: Robin Newman MSc MBA NPQEL

We look forward to supporting your child through this exciting and meaningful stage of their career journey. Information and guidance will be gradually shared with families over the coming months, including advice, tips, and occasional opportunities to support students in securing placements.

In the meantime, this letter serves as an early notification and an important prompt for students to begin thinking about what kind of experience they would like to pursue.

Yours faithfully



**Mr S Aydin**

Year Achievement Coordinator & Co-Careers Lead



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333  
enquiries@haileyburyturnford.com www.haileyburyturnford.com  
Principal: Robin Newman MSc MBA NPQEL

*Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.*

*Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, SG13 7NU*