



BROADOAK
and beyond...



Year 10 Work Experience 2026 PARENT HANDBOOK



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Support

This process should be driven by our students, but your support is also invaluable. We are available to help and support in any way we can, please do feel free to make use of the contacts below with any questions you may have.

Careers and Pathways Leader - Miss Wilde
georgia.wilde@clf.uk

Associate Assistant Principal/ Raising Attainment Lead KS4- Mrs Simpson
nichole.forster@clf.uk

Head of Whitebeam House- Miss Ashby
sarah.ashby@clf.uk

Careers Administrator- Mrs Donoghue
tina.donoghue@clf.uk

How to find a placement

Facebook

Groups like Weston 'Then & Now, Spotted Weston and location based community groups like Haywood Village or Locking Parklands are brilliant for putting announcements out into the community and casting out the net to see if there are any opportunities out there. It may be worth asking your parents to pop a status up to see if any of their contacts have connections.

Google/research

Websites like Yell or InYourArea can be really helpful for finding out what business you have in your area and have contact details available for you to contact them.



The Careers Office

Pop in and see Miss Wilde and see if she has any contacts or connections you can utilise!

Tutors

Your tutors have access to the last 3 years of previous placements in spreadsheets, they can look up the various subject areas and get you some contacts.

Asking family/friends

Never underestimate the value of family and friends! Uncles, aunties, cousins, godparents, friends of family... all of them may have vital connections you could follow!

Ask current Year 11s

I know it sounds daunting, but some may have some great contacts or advice. Speak to your House or Vice House Captain.

Approach businesses directly

Do it the old fashioned way, employers might be impressed by your confidence and bravery. If you have a CV then even better!

Intro & Process

Tuesday 7th July - Friday
10th July 2026

Dear Year 10 Parents and Carers,

We know Work Experience can feel like a super daunting process! Work Experience is a key careers activity for your child during their time at Broadoak Academy. I'm sure many of you remember your first experience of the workplace!

Experiencing the workplace first hand helps build confidence in the unknown and builds resilience, along with a valuable insight into different career paths and the world of work!

July 2026 might seem like forever away, but it comes quicker than you expect. The deadline to have found a work experience placement and have completed and returned all the necessary paperwork is:

Monday 20th April 2026

(The first day back from Easter, so you can use the Easter break to get paperwork finalised)

We need the paperwork back in a timely manner in order to complete a workplace assessment and Health & Safety checks. If your employer is a small, independent or lone worker who may not have the appropriate liability insurance, we do have a parental disclaimer form that the parent can additionally sign to say they are still happy for their child to attend the work experience placement, however this means the school hold no further liability or responsibility should any injuries occur once this disclaimer form has been signed.



Your Name
Postcode
Email

Date
The Employers Name
Full Address
Postcode

Dear Sir/Madam (or insert their name).

I am enquiring about the possibility of a Work Experience placement with your company from Tuesday 7th July - Friday 10th July 2026.

I am years old and currently a Year 10 student at Broadoak Academy in Weston-Super-Mare. I am studying GCSE's in (list your GCSE courses here)

.....
.....
with my favourite subject(s) being and (list your 2 favourite subjects)

I am (list some of your personal skills and qualities here. E.g. friendly, reliable, hard-working, punctual, enjoy meeting new people, good at problem solving etc.)

..... which I believe makes me a suitable person to complete work experience with you. My personal interests are (list hobbies or things that interest you)

.....
I have experience of (list any jobs/experiences you may have e.g. paper round, babysitting, dog-walking, serving coffee at church, running the tuck shop at youth club etc). If you don't have any experiences delete this paragraph.

.....
I would like to work at (add the Company name here) because I believe I have some of the qualities required for working in this industry and would like to develop these further and gain experience working in (state either skills or the 'industry/company' here) whilst gaining a greater understanding of the world of work.

I look forward to your speedy reply.

Yours Faithfully (Yours sincerely if addressed to a specific person)

(your signature here)
Your Name

FIRST NAME

SURNAME

STUDENT

 studentemail@hotmail.co.uk

 08000 003 0056

WORK EXPERIENCE



Café Assistant

Clarence Park Café

March 2023 to Present

- Serving customers
- Taking orders
- Cleaning tables
- Making coffees and milkshakes
- Shutting down the café at the end of the day
- Handling money

EDUCATION HISTORY



Broadoak Academy

September 2022- Present

- English Language
- English Lit
- Maths
- Combined Science
- Health & social Care
- Hosp & Catering
- Art
- Geography

RELEVANT SKILLS



- Good customer service
- Patient
- Friendly
- Trustworthy
- Bubbly
- Hands on, hard worker

HOBBIES



- Fashion & Beauty
- Cooking
- Socialising with friends