

23 May 2025

Headteacher - Mr Kam Bains

Dear Parent/Carer

Please find information about forthcoming work experience and changes which will be made to tutor groups after half term.

Work Experience

During the Summer Term our Year 10 students will have the opportunity to participate in a three day Work Experience placement.

The Work Experience dates are: Wednesday 16 July - Friday 18 July 2025.

Through engaging in work experience, our aim is that students will be able to:

- Learn more about life and responsibilities in a working environment
- Recognise the transferable skills, qualities and attitudes required for success in the workplace
- Learn more about career, education and training opportunities available
- Consider their suitability for a career in a particular sector
- Evaluate and refine their own career plans
- Identify their personal strengths and areas for further development

Students are encouraged to find their own placement in an area of potential career interest. To do this, they may need to enlist the help of parents/carers, relatives and family friends. In school we have discussed how students can also identify and approach potential placement providers themselves to try to secure relevant work experience.

We are also reaching out to local employers to offer work experience opportunities in a range of career sectors, so it may be possible to secure placements for students who have not been able to find appropriate opportunities.

Please note that students not participating in work experience attend school as usual. We will not be able to authorise placements unless all administrative requirements are completed before the given deadlines. This includes parental consent and information from the employer. For full instructions on how to register for Work Experience, please see below.

1. My child has arranged their own Work Experience placement

Students will need to complete the initial MC Summer 2025 Work Experience - Student's own placement google form, and more information will be sent once this information has been collected.

The employer will also verify that they have Employers' Liability Insurance, Risk Assessments in place, and a Health & Safety policy. Copies of these documents will need to be uploaded.

Please note that it will not be possible to undertake a placement with an employer who does not hold Employers' Liability Insurance (for example, a sole trader). However, it may still be possible for students to undertake work experience with public organisations who are exempt (for example, local government). Students will not be permitted to undertake a placement with a person who works alone, for safeguarding reasons. Placements in any of the following contexts are also not permitted: on water, in the air, at height, in confined spaces, in gambling locations, behind the bar in public houses selling alcohol, in an off-licence, within a business using or selling guns, in a tattoo/body piercing studio, in a fireworks outlet/display company, with dangerous substances, in an e-cigarette shop, labouring on a building site.

2. My child would like to participate in Work Experience but has not been able to obtain their own placement

We are keen to engage with the local business community and other professionals to provide quality careers support for all of our students. A number of organisations may be in a position to offer placements to students who have been unable to secure their own work experience.

Students who are in this position can complete the following Google Form - Medina College - Year 10 Placement Request Form - Summer Term 2025, providing details of their area(s) of potential career interest. Please note that completion of this form does not guarantee that we can provide a placement. We will advise students by email if a suitable placement is available.

The deadline for completion of the MC Summer 2025 Work Experience - Student's own placement google form, or the IWEF Placement Request Form is Friday 6 June.

Should you require further information about Year 10 Work Experience please email: louise.southwell@medina.iow.sch.uk

Tutor Group Changes

There will be tutor group changes as we approach the final half term and starting year 11 to even up the numbers across the year group. The moves will ensure that all students receive the support and guidance they need to have a successful year. There are also two new tutors joining the year group, and this is an ideal time for the new tutors to get to know the students in their tutor group.

The timetables will be updated on Arbor to reflect the tutor changes. Please contact Ms Bristow should you require any further information regarding this.

Yours faithfully



Mrs Southwell
Careers Leader