



Dear Parent/ Carer

Our aim is to have all of our Year 10 students take place in work experience. Each year we work in partnership with the Leicestershire Education Business Company (LEBC) to offer all Year 10 students the opportunity to apply for a work experience placement. LEBC has been organising work placement for students across Leicestershire for more than 20 years and are the leading practitioner in this area. This gives our Year 10 Students an opportunity to experience a week in an working environment to help gain and enhance skills to assist them in the future.

This year work experience is during the last week of term. It runs from **Monday 7th July 2025 to and including Friday 11th July 2025.**

Students have 2 options for work experience which are either a standard application form or a self-placement. The standard placement is all sorted by the LEBC. On the application form students rank their top three sectors and the LEBC aim to place them within one of these sectors and organise the placement for you as well, of course, as doing all the necessary fit for purpose / safety checks. A self-placement is where a parent / carer agrees with an employer for a work experience to take place in principle on the dates we have given above. However, we would still need to check that this placement is fit for purpose and safe as it is during school time. Here, a student can guarantee where they will be going subject to the necessary checks being completed by the LEBC. Please note, if you complete a self-placement form it must be signed by the company / workplace you have agreed in principle for your child to attend work experience with.

As the work experience takes place during term time necessary checks need to be completed to ensure that students are attending work placements that are fit for purpose and safe. The LEBC carry out all of these checks to make sure that students are safe whilst attending a placement. A standard placement will cost £64. However, the school will subsidise £10 per student meaning the cost for a standard placement to parents/carers is **£54**. A self-placement will £54. However, the school will subsidise £10 per student meaning the cost for a self-placement to parents/carers is **£44**.

Experiencing a work place is key. It allows students to step into the world of work and gives them a chance to be exposed to and apply a range of key workplace / employability skills. These include: teamwork, communication, numeracy skills, IT skills, interpersonal skills, organisational skills, the ability to learn / adapt and many more! Being able to refer to a work experience placement on an application to 6th form school / college and also to University is really powerful as well.

We need all **forms back by Friday 29th November**. Please note – forms need to be checked and signed by tutors before Friday 29th November.



Manor High School

Excellence – Inspiration – Resilience – Respect

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Once the form has been signed by tutors, payment will need to be made on the School Gateway app (by 2nd December 2024). Please note- we will not be able to pass completed forms to the LEBC without payment.

If you have any further question please do not hesitate to contact myself or Mrs Mahomed.

Best wishes,

Mr J Croucher
Assistant Headteacher