REDDISH VALE HIGH SCHOOL
A part of the
Achieve and Learn Trust

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Headteacher
Mr Darren Moroney

13th October 2026

Dear parent/carer,

During the week commencing 8th March 2027 your child will have the opportunity to participate in a week long work experience placement as part of their career's education. As a school, we work in partnership with an organisation called Changing Education who support with this process by carrying out risk assessments and the liaison work with employers.

A work experience placement aims to give young people a taste of the world of work, so that they may begin understand the expectations of working life and develop skills and qualities to help them in the future.

The placement your child completes will need to be voluntary, subject to the consent of parents/carers, and unpaid. Each pupil will be expected to arrange their own placement and work the normal working hours of the organisation for the duration of the placement. Should there be any week days that your child is unable to participate in their work experience placement, they will be expected to attend school. We require parents/carers to support pupils with the contacting companies to request placements – please support your child with emails, phone calls or visits to potential employers.

Once your child has secured their work experience placement, they will need to input their placement details to a secure portal (details to follow in a separate letter). The information required at the point of submitting the placement will be:

- Name of company
- Address of company
- Name of person in charge of the placement
- Their email address and phone number
- Working days
- Working hours

Pupils will also be required to share any relevant learning or medical information that placement providers should be aware of in order to keep them safe and supported throughout the placement; please support your child with the completion of this. Please also ensure that your child submits the correct information of the placement provider, including their working days and hours. It is important that we have accurate information as part of our risk assessment and safeguarding processes.

Following this, your child's placement will be reviewed by Mrs Morrison and if approved, the risk assessment process will start which will be sent directly to the employer from Changing Education. You will be contacted by school should we have any queries regarding your child's placement.

Parents/carers will be contacted again closer to the work experience week regarding standards and expectations, but can check for updates on the online portal regarding where the risk assessment process is up to – a guide for how to do this will accompany your child's portal details when these are sent out.

Please find below the work experience timeline between now and Christmas:

Today: Work experience launch – pupils to begin searching for placements with the help of parents/carers
Week commencing 19th October: Individual details for online portal will be sent out to parents/carers
18th December: Deadline for organising work experience placement

In order for your child to participate in work experience, please complete the consent form on the link below:
https://forms.gle/M94hhdnV7wKERdiD9

Work experience week is built into the calendar for Year 10 – your child's learning will not be adversely affected by this activity. This is a fabulous opportunity for all of our pupils and we hope that you will encourage them to make the most of this experience.

If you have any queries or require more information, please do not hesitate to me at careers@reddish.stockport.sch.uk.

Yours sincerely,

Charlotte Morrison
Assistant Headteacher