



Dear Families of Year 10 students

Year 10 Work Experience May 18th – 22nd 2026

As your child has now started in Year 10, Career Connect are pleased to be supporting OCA students with the opportunity to undertake **Work Experience from 18th to 22nd May 2026**. **We are asking students and their families to be proactive in approaching employers and to secure work placements.** Work experience is an important part of the Year 10 curriculum, as it supports young people to understand the skills that are needed for work and life.

Students have received information and support about how to find placements in an assembly. During the assembly, students will have the opportunity to discuss the type of work placement they would be interested in and how to go about contacting organisations. Career Connect will also be offering an **online support session to parents and carers on ____24th November 2025** to support you and your child in finding placements. Joining information for this session is below:

Work Experience Launch for Parents & Carers: 24th November 2025, 6pm – 6.30pm

Video call link: <https://teams.microsoft.com/meet/3957173325872?p=wbXdbQ2pqxoFwS7wCG>

Meeting ID: 395 717 332 587 2

Passcode: px3aN9nR

Or please email schoolsinfo@careerconnect.org.uk to register for a place and you will be sent a link to join the session.

When students have secured a placement, this information needs to be returned to school via the online form by **no later than 2nd March 2026** (a copy of the employer placement form is available via the link below); this will give us time to do all associated health and safety checks. If your child has any additional support or health needs we may need to share this information with employers, should you wish to discuss this further and then please contact Career Connect.

We will also issue students with paper copies of the online form should that be preferred.

We appreciate your ongoing support and look forward to students enjoying their work experience placements.

Yours sincerely

Chloe Elliott

Career Connect

Work Placement Form Link (please complete by_2nd March_)

<https://forms.office.com/e/41iRrhqsa>