



3rd March 2026

Dear Parents and Carers,

We are delighted to be writing to you regarding Work Experience for Year 10 students at Ansford Academy.

Work Experience will take place from **Monday 6 July to Friday 10 July 2026**. During this week, students are expected to secure a **five-day placement**. This may be with one employer for the full week, or it may be split between **two placements** if an employer is only able to offer two or three days.

A central aim of our programme is that **students take responsibility for organising their own placement**. Contacting employers, introducing themselves professionally, following up conversations and confirming arrangements are all part of the learning process. These experiences help students build confidence and develop an understanding of how to approach and interact appropriately with employers.

Using the Link2 Database

Students have been shown how to access the **Link2 database**, which lists a wide range of employers across Somerset who have previously welcomed work experience students. These organisations have already completed the required insurance and health & safety checks.

Students can search by **industry** or **locality** to identify placements that match their interests.

When a suitable employer is identified, students should:

- Telephone or send a professional email to introduce themselves and request a placement for 6–10 July 2026.
- Clearly explain that they require a five-day placement (or discuss splitting the week if necessary).
- Use the contact details provided on the Link2 listing.

If the employer agrees to host the student, they must email **krogers@ansford.mnsp.org.uk** with:

- **The Job Number** (shown at the top of the listing)
- **The name of the manager/contact** who kindly agreed

This ensures the placement can be formally recorded and approved. Students will be given additional paperwork to complete which will require signatures from parents and the employer.



If a Placement Is Not Listed on Link2

Students may also approach businesses or organisations not currently listed on the Link2 database. In this case, they should:

- Phone or email the organisation to introduce themselves and request a placement.
- If the placement is agreed, email krogers@ansford.mnsp.org.uk with the following information:
 - Company name
 - Placement address
 - Contact details for the manager/owner

We will then begin the process of checking the organisation's **insurance and health & safety compliance**. Students should understand that a placement is not fully confirmed until these checks have been completed and approval has been given by the Academy.

Support in School

Students can visit **Ms Rogers** in person each Thursday **before school and during breaktime** if they require guidance or have questions. Her office is located on the ground floor of the Humanities Building.

While support is readily available, students are encouraged to take the lead in seeking help and managing each stage of the process themselves.

Act Early

We strongly encourage students **not to delay** in securing their placement. Several other schools across Somerset also schedule their work experience in July, and competition for placements should be expected. Employers may reach capacity quickly, particularly in popular sectors.

Taking prompt action, communicating professionally, and following instructions carefully are all part of the responsibility students are expected to demonstrate.

We appreciate your support in encouraging your child to take ownership of this process while guiding them as needed. Work experience is not only about the week itself, it is about learning how to engage with the professional world.

Why Work Experience Matters

- It develops confidence and independence in real-world situations.
- It builds communication skills through direct interaction with employers.
- It helps students understand workplace expectations and professional conduct.
- It provides valuable insight into potential career pathways.
- It strengthens future applications for sixth form, college, apprenticeships and employment.



We look forward to seeing our Year 10 students embrace this important milestone in their personal and professional development.

Further information regarding deadlines and final arrangements will follow.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rob Mitchell', written in a cursive style.

Rob Mitchell

Deputy Headteacher - Curriculum, Teaching and Learning, Careers.