



SUMMER EDITION

DUKE'S SECONDARY SCHOOL

CAREERS NEWSLETTER

JUNE 2026

THEME OF THE MONTH
SUMMER ENRICHMENT AND WORK EXPERIENCE

HOW TO SUPPORT YOUR CHILD DURING WORK EXPERIENCE

HOW TO GET THE MOST OUT OF WORK EXPERIENCE

HOW TO MAKE THE MOST OF SUMMER ENRICHMENT

SKILL-BUILDING IN SUMMER

READ NOW



SUPPORTING YOUR CHILD'S YEAR 10 WORK EXPERIENCE

Work experience is one of the most valuable opportunities students have during their time at school. It provides a chance to step outside the classroom, experience the workplace first-hand, develop employability skills, and gain a better understanding of future career options.

For many Year 10 students, this may be their first experience of a professional environment. While this can be exciting, it can also feel daunting. Parents and carers play an important role in helping young people prepare for and make the most of their placement.

BEFORE PLACEMENT

Encourage Preparation

Talk to your child about where they will be working and encourage them to do some research on the organisation. Understanding what the business does can help them feel more confident and engaged from day one.

Plan the Practicalities

- Confirm start and finish times
- Plan their journey in advance
- What clothing or uniform is expected?
- Organise necessary equipment
- Find out who to contact in a problem
- Trial the commute

Discuss Professional Expectations

Remind your child that employers don't expect them to know everything, but they do value; punctuality, good manners, listening carefully, asking questions, showing enthusiasm and taking initiative when appropriate.

USEFUL QUESTIONS



Many students are unfamiliar with workplace expectations. Talking through these beforehand can help avoid unnecessary worries.

All of the information needed should be listed on the Unifrog placement forms.

SUPPORTING YOUR CHILD'S YEAR 10 WORK EXPERIENCE

DURING PLACEMENT

Encourage A Positive Mindset

A positive mindset is often remembered far more than existing knowledge or experience.

Some tasks may seem less exciting than others, but every activity provides an opportunity to learn. In order to succeed, every child must...

- Be willing to try new things
- Take pride in completing tasks
- Ask questions when unsure
- Show interest in different roles
- Volunteer for opportunities

Help Them Reflect Each Day

Spending just a few minutes each evening discussing the day's experiences can help students process what they have learned. These conversations can help students recognise the valuable skills they are developing.

Make The Most of Networking Opportunities

Work experience allows students to meet people from a range of backgrounds and career journeys.

Encourage your child to ask appropriate questions to the people they are networking with. Many young people discover opportunities and career paths they had never previously considered through these conversations.

QUESTIONS TO REFLECT ON

TO HELP YOUR CHILD PROCESS
THEIR WORK EXPERIENCE...

What new skills
did you use?

What was the most
interesting part of
today?

What did you
learn about
yourself?

Has the
experience
changed your
views about this
career?

What surprised
you about the
workplace?

NETWORKING QUESTIONS

How did you get
into this career?

What qualifications
or training did you
need?

What advice would
you give someone
interested in this
field?

What do you
enjoy most about
your job?



SUPPORTING YOUR CHILD'S **YEAR 10 WORK EXPERIENCE**

AFTER PLACEMENT

Reflect on the Experience

Once the placement is complete, take time to discuss what your child has gained from the experience.

Even if they decide a particular career is not for them, this is still a valuable outcome. Understanding what they enjoy and what they do not enjoy is an important part of career development.

Record Skills and Achievements

Encourage your child to make a note of:

- Tasks completed
- Skills developed
- Challenges overcome
- Positive feedback received
- New knowledge gained

These examples will be extremely useful when writing future CVs, personal statements and applications.

Confidence Comes From Experience

It's completely normal for students to feel nervous before their placement. Work experience is designed to help young people learn, grow and gain confidence. Employers understand that students are there to develop their skills and will not expect perfection.

With the right preparation, curiosity, and a little reflection, you can help your child turn this major school milestone into a massive leap forward for their future career. We wish all of our Year 10 students a rewarding and successful work experience placement.





NCEA DUKE'S
SECONDARY
SCHOOL

SUMMER ENRICHMENT



Balancing Rest & Enrichment

As the summer holidays approach, many parents begin thinking about how their children can balance well-earned rest with activities that support their development and future aspirations.

While summer is an important time to relax and recharge, it also presents a valuable opportunity for young people to explore interests, build new skills, gain confidence, and prepare for the next stage of their education.

A useful question for students to consider:

"If someone asked me at a future college interview, apprenticeship interview, or job interview, 'What did you do with your summer?', what would I like my answer to be?"



The good news is that enrichment doesn't need to be expensive or highly structured. Small, consistent activities can have a significant impact on personal development, academic confidence, and career readiness.

Finding the Right Balance

The summer holidays should absolutely include time to relax, spend time with family and friends, and enjoy a break from school routines.

However, combining rest with purposeful activities can help students return in September feeling motivated, confident, and ready for the challenges ahead.

Whether it is reading a book, learning a new skill, exploring career ideas, volunteering, or completing an online course, every positive experience contributes to a young person's development and helps prepare them for future success.

MAKING THE MOST OF SUMMER

Enrichment Opportunities for Students



Academic Enrichment

Explore new subjects and discover topics that genuinely interest you

Check out documentaries linked to your favourite subjects

Use Unifrog's "Geek Out" section
Read, Watch, Listen tool
Free MOOC courses to learn framework and communication

Dive into books outside the school curriculum.:

Tune into educational podcasts



Research professions, check typical salaries, entry requirements and skills using the National Careers Website.

Career Exploration

Take a Quiz! If you aren't sure what path to take, use online personality and interests quizzes to find a starting point.

Learn about Apprenticeships and watch employer talks - hear directly from apprentices in industries that interest you.

Keep a record of your achievements in clubs, sports, leadership opportunities and volunteering.



Listen to inspiring speakers from the industry to understand different career pathways

Learn about taking accountability, building resilience and adaptability via Youtube

Character & Employability Skills

Gain work experience via virtual placements to build your confidence and communication skills

Explore new industries - find virtual insights and industry talks at Futures for All
www.futuresforall.org/young-people

Life Skills & Personal Growth

Build financial awareness: Learn the basics of budgeting, saving, banking and managing money responsibly. Sign up for a free account at Barclays LifeSkills

Learn something new and challenge yourself! Why not try photography, cooking, a musical instrument, public speaking, card-tricks, crochet, chess or a new language!

Discover Coding & Digital Skills: Build problem-solving and logical thinking skills, creativity, digital literacy and persistence! There are many free beginner-friendly platforms and apps like Grasshopper

Give Back: Volunteer with local charities, community groups or sports clubs to build your skillset and CV. Improve communication, develop empathy and responsibility and make a positive contribution.