



THE CONSORTIUM
ACADEMY TRUST

14 October 2025

Year 10 Work Experience



**THE
HESSE
ACADEMY**

Penshurst Primary School

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Dear parent / carer

As part of our Careers Programme of activities we deliver in school, we are delighted to advise you that this year all Year 10 students are being given the opportunity to take part in Work Experience.

This is a fantastic opportunity for your child to experience a workplace environment and to further develop their employability skills.

As part of the process, students will be expected to find their own Work Experience placement for three days between Wednesday 1 July and Friday 3 July 2026. Students will be responsible for sourcing their own travel to and from the work placement, which is a valuable part of the exercise, as students must be sufficiently organised to get to work punctually. This must be carefully considered when selecting a work placement. To support students through the process there will be a range of seminars and tutorials which will take place through the next term.

We shall hold a Work Experience Launch evening on Tuesday 21 October 2025 at 6.00pm in our Main Hall to provide further information to you. Our careers partner, GP Careers, will be in attendance to answer any questions. This will follow the student launch taking place the previous week.

A full Risk Assessment of every placement is required to be conducted before the placement goes ahead. We partner with GP Careers to complete this essential check. GP Careers require two forms completing in order to conduct the necessary inspection.

Parental Consent/Medical Form – this needs to be signed by the parent/carers and returned no later than Friday 19 December 2025.

Placement Form – this needs to be signed by the student, parent/carers and the Work Experience provider and returned no later than Friday 27 February 2026.

Students will receive these forms during tutor-time this week. Please ensure that the completed forms are returned to their Tutor by the deadlines above. Failure to complete and return the forms by the deadline, may result in the student not being able to take part in their Work Experience.

Please do not hesitate to contact the school if you need any additional information.

Yours faithfully

Hayley Lawes
Careers Leader