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5th December 2025

Dear Parents and Carers,

Re: Free Webinar – How to Find Great Work Experience Opportunities

Our year 10 children here at Ellis Guilford School will be completing Work Experience from Monday 6th July to Friday 10th July, and children will be expected to organise their own work experience placements. We will be supporting children in school with assemblies, Unifrog sessions and tutor time work to enable them to secure appropriate placements.

Further information will follow on this, however in addition to the work we are doing in school to prepare our children for this, we are also delighted to share a free webinar that is being offered to help children secure meaningful work experience placements.

Webinar Details

Title: *How to Find Great Work Experience Opportunities*

Date: Tuesday, 9th December

Time: 6:30 PM

Duration: 60 minutes

This session will provide practical advice on connecting with employers and finding high-quality work experience opportunities. Topics include:

- Using social media effectively to find placements
- How parents and relatives can support the process
- Understanding the importance of your adult network
- Demonstrating commitment to employers
- Access to a ready-to-use email template for contacting employers
- Building relationships to gain support
- Preparing for and making the most of your work experience
- Steps to take after your placement

By the end of the webinar, children will have a clear action plan to help them secure a great work experience opportunity.

To book your free ticket, please click the link below:

<https://www.eventbrite.co.uk/e/how-to-find-great-work-experience-opportunities-tickets-1781450980839?aff=oddtcreator>

We strongly encourage all Year 10 children and their parents/ carers to attend this valuable session.
Thank you for your continued support in helping our children prepare for their future careers.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'J. Platten'.

Jordan Platten

Assistant Principal