



Thursday 18th June 2026

Dear Parents and Carers,

As you are aware, our Year 10 Work Experience Week is fast approaching and will take place from **Monday 29th June to Friday 3rd July 2026**, unless alternative dates have previously been agreed. Please take a few moments to read the important information below to help ensure that all students have a successful and rewarding work experience placement.

1. Work Experience Placement Details

By now, students should be aware of their confirmed one-week placement. If there is any uncertainty regarding placement details, these can be obtained from:

- Unifrog – full placement details are available via your child's account.
- The School Office
- Mr Pacey – spacey@sph.srscmat.co.uk
- Form Tutors

2. Before the Placement Begins

Please ensure that your child has either visited or contacted their placement provider prior to the start date to confirm the following:

- Travel arrangements
- Reporting location and arrival time
- Working hours
- Lunch arrangements
- Dress code, including any required protective equipment

3. During the Placement

Please remind your child of the following:

- Safety is paramount. If there are any concerns during the placement, either students or parents/carers should contact the school immediately on 01457 853611 or contact Mr Pacey via email at spacey@sph.srscmat.co.uk or on his business mobile: 07933 911205.
- If a student is ill or unable to attend, parents/carers must notify both the school and the placement provider as soon as possible.

4. Students Not Participating in Work Experience

Students who are not participating in Work Experience are expected to attend school as normal, unless they are absent due to illness, are undertaking placements with irregular hours, or have another authorised absence.



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St Philip Howard Catholic Voluntary Academy
Sunlaws Street, Glossop, SK13 8DR
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Company Number 7937154



**St Ralph
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Catholic Multi Academy Trust



5. School Contact During Placement Week

Where possible, a member of staff will either visit students at their placement or contact them by telephone to monitor their progress and wellbeing.

6. Final Note

We hope your child finds their placement both valuable and enriching, regardless of whether it directly relates to their future career aspirations. Work Experience provides an excellent opportunity for students to develop key employability skills, build confidence, and gain insight into the world of work. Students are ambassadors for our school throughout their placement, and we expect them to demonstrate excellent behaviour, professionalism, and commitment always.

Thank you for your continued support in making this important experience a success.

Ms C. Neves

Assistant Headteacher

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