

14 January 2025

Dear Parent/Carer

RE: Year 10, Work Experience 7-11th July 2025,

Work Experience is an important part of the Year 10 curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. We are very pleased that we are able to offer this opportunity to students this academic year. It will take place between **Monday 7th-Friday 11th July 2025.**

In order for students to gain valuable job-hunting skills, which are so important in today's job market, we ask that all students take responsibility for planning and finding their own work experience placements. We will be guiding and supporting them to do this in PSHE lessons and during form time. We strongly advise students to contact prospective employers as soon as possible, as other schools will be participating in work experience during this period.

Once a placement has been found, placement details will need to be securely entered onto the platform mainframe of the company we use to complete all health and safety checks to ensure the placement meets the required standards of health and safety.

<https://mainframeng.co.uk/portal/schools>

Username: stubv2425

Password: stubv2425

Please ensure that the work experience details are entered onto the platform by **Monday February 24th 2025** to enable adequate time for these checks to be completed.

Once again, we strongly advise students to find their work experience placements and upload the details as early as possible in order for the placements to be processed and authorised for the student.

Please do not hesitate to get in contact if you require any assistance or further information.

Yours sincerely,



Mrs R Field
Subject Leader Careers
r.field@bournville.fmat.co.uk