

3 November 2025

Dear Parent/Guardian

### Work Experience 2026

Your child should currently be in the process of organising their work experience placement. Work experience can contribute to an individual's development by increasing motivation to study and clarifying the relationship between the curriculum and the outside world. It is another amazing opportunity offered by the school.

Park Community students currently undertake their work experience placements in the summer term of Year 10. Our dates for this year are **22 June 2026 till 3 July 2026.**

Later this term, students will be given log ins for the EBP website for them to search for a range of placements online. Currently there are limited placements on the online platform, and these current options have been shared with tutors in case they are of interest to students.

Until the EBP online platform is fully open, students need to organise a private placement. To complete this type of placement, students need to collect a private placement form from their tutor or Mr Crowley and get the employer they wish to work with to complete this fully. It is crucial that the placement has Employer Liability insurance as, if this is missing, they will not be able to complete their placement.

Students cannot choose both types of placement - they can either search on the EBP database (once available) or complete a private placement form.

You cannot apply for Online and Own Placements at the same time.

Once an *employer has accepted or confirmed* a student for a placement, any of the following changes will incur a £40 administration fee payable to EBP, these changes include:

- If you do not accept the placement
- If you wish to change placement

Your signature on a consent form will be required and indicates that you have read the form and approve of your child's placement choices.





Please only choose occupational areas that they are genuinely interested in and can get transport to and from. All applications should be made no later than 30 January 2026.

Should you require any further information or clarification, please do not hesitate to contact me at [l.conner@pcs.hants.sch.uk](mailto:l.conner@pcs.hants.sch.uk)

Yours faithfully

A handwritten signature in black ink, appearing to be "L Conner", written in a cursive style.

Miss L Conner  
Assistant Headteacher