

15 October 2025

Dear Parent/Carer

Re: Year 10 Compulsory Work Experience Week (13 to 17 July 2026)

The purpose of this letter is to give you information about the week of work experience that Year 10 pupils will undertake in the summer term.

Work experience is an important part of a young person's personal development and career readiness. Studies (such as those conducted by YouGov in 2024) have shown that those who take part in work experience at school are more likely to be earning more in their twenties. Work experience can also help your child learn more about workplace environments and specific careers.

Timeline:

Meeting for parents/carers about work experience for tutor groups SPRN	Wednesday, 22 October 2025, 6 to 7pm in the main school hall
Meeting for parents/carers about work experience for tutor groups GELD	Thursday, 23 October, 6 to 7pm in the main school hall
Deadline for arranging a placement	Monday, 9 March 2026
Week of compulsory work experience - Springfield staff will call or visit workplaces during this time	13 to 17 July 2026
Debrief event for pupils	Tuesday, 21 July 2026 during the school day

Springfield works with a partner organisation EBP (Education Business Partnership), which helps organise and manage work experience placements for our pupils. EBP has a database of employers prepared to offer their time and services to facilitate our work experience needs. Pupils will be given a login to the EBP system and will then be able to explore and apply for placements. Parents/carers will also be able to track the progress of the pupil's applications. EBP will also check employer liability insurance and health and safety.

Alternatively, pupils can arrange their own placement, such as through a relative or family friend.

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The De Curci Trust is a charitable company limited by guarantee registered in England and Wales with company number 10646541. Its registered office address is Springfield School, Central Road, Portsmouth, PO6 1QY, United Kingdom.

Trustees: C Batstone, H Bement, R Clewley, A Cufley, A Gannon, S Hamilton, A Kent, S Spivey
Chief Executive Officer: Ms S F Spivey BSc MA



Representatives from EBP will be in the school hall on the evening of 22 and 23 October 2025 (10S, P, R, and N from 6pm to 7pm on 22 October and 10G, E, L and D between 6pm to 7pm on 23 October) to explain to you their online database and booking process. We would be grateful if you could attend and sign in on arrival.

Staff will do all they can to help students as they look for placements but your child must take responsibility for finding one.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R Millar', located below the 'Yours faithfully' text.

Mrs R Millar
Work Experience Coordinator

A handwritten signature in black ink, appearing to read 'L Burden', located below the 'Yours faithfully' text.

Ms L Burden
Lead for Aspiration and Enterprise

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Work Experience Reply Slip

I/we acknowledge receipt of the work experience letter.

I/we understand that my child and I are selecting a work placement and not a job trial.

I/we understand that I need to discuss fully with my child their choice of placements.

I/we understand that we should inform the employer of any special educational needs or specific adaptations that may be required to support your child in the workplace.

I/we understand that a fee of £39 will be payable by me to the Education Business Partnership if I/we request a change of placement once one has been arranged and confirmed.

Signed

Date

Pupil name

Tutor group 10

This form should be returned to school on the evening of the Work Experience talk or to school reception no later than 07 November 2025.
We cannot process any applications without parental consent.

