



18 March 2026

Dear Parent/Guardian

Year 10 Work Experience

As part of our upcoming Work Experience Week taking place this summer from 15 – 19 June, students will shortly be able to select their placement preferences using our online system, 'Link 2'.

Students who have already arranged their own placement and returned a completed "own placement" form to school do not need to use the Link 2 system.

For all other students, the Link 2 system allows them to browse available placements and submit their preferences. They will need their unique 4-digit PIN, which will be provided to them in tutor time and students will access Link 2 during tutor time during w/c 23 March.

When using the system, students must:

- Carefully read each job description in full, including details about duties, dress code, working hours.
- Ensure they can travel safely and reliably to the placement location.
- Select a minimum of four and a maximum of eight placement options.
- Rank their choices in order of priority before submitting.

Please note:

- Placements are **not** allocated on a first-come, first-served basis.
- Once selections have been submitted, students will not be able to make any changes.

Before students submit their final choices, we ask that you:

1. Discuss the options they have selected.
2. Confirm that you are satisfied with their ability to travel to and from the placement.
3. Read the consent information within the system.
4. Check the parental consent box before submission.



Your involvement is essential to ensure placements are appropriate, safe, and accessible.

We have also made a short guideline video available explaining the process, which can be found at: [Year 10 Work Experience](#). Please also find attached the [student information guide](#) and the [Parent/Carer Consent Form](#). These are all available on the Y10 google classroom that the students have access to (code - h54jyaky).

Please be aware that when a student has an Education, Health and Care Plan (EHCP), we will contact the employer offering the placement to discuss how best to support the student in having a positive and successful work experience. This may include making reasonable adjustments, such as slightly adapted working hours where appropriate. In some cases, it may also be possible to arrange a pre-placement visit, which would be organised in discussion with parents/carers.

If you have any questions regarding the process, please do contact me via the school office at MERoffice@maidenerleghtrust.org with the subject title 'FAO Miss Ryan – Work Experience Query'.

Thank you for your continued support.

Kind regards,



Miss L Ryan
Head of Year 10

