

23 October 2025

Dear Year 10 Parent / Carer,

Work Experience Information

I have pleasure in outlining the careers-based activities your child will be involved in during Year 10 and to give you the opportunity to make a note of key upcoming dates.

Autumn Term

Work Experience Information Evening, Thursday 20th November at 6:00pm

I will be launching 'Work Experience' with a presentation for all Year 10 students and their families. I will explain why we undertake work experience; the practicalities of how we find placements and process the paperwork involved, as well as answering any questions you may have. All students are expected to undertake in-person work experience for five days: **Wednesday 15th, Thursday 16th, Friday 17th, Monday 20th and Tuesday 21st July 2026**. You are strongly advised to attend this information evening.

Unifrog

Students will continue with the tutor time programme of Unifrog activities on Tuesdays and their Bromcom accounts will show them when they are rehoused to a computer room.

Spring Term

Careers 1:1 Guidance Meetings

I will begin seeing the Year 10s for career meetings from January 2026. These sessions will last for a lesson period and take place with the approval of their subject teacher. I will notify you when I have arranged to see your child. These sessions are bespoke to reflect wherever your child may be on their career path journey, and I will provide them with impartial qualified guidance as to their next steps.

Spring Open Events

Lots of local colleges hold open events in the spring term for Year 10 students to visit and start exploring their choices post Downlands. Events will be published on the school website careers page under the College Events tab and students will be reminded on the daily bulletins. This is a great opportunity to get a first taste of the colleges out there.

Summer Term

Character Day, May 15th 2026: Student visit to Sussex University.

Taster Days: Students are encouraged to seize the opportunity and take part in 'Taster Days' at Colleges. These fill up quickly as it is a great opportunity, not only to get a feel for the college, but to experience a lesson in subjects they may want to study after Downlands.

Work Experience will round off the year. Details of these events will be forthcoming nearer to the time. In the meantime, please look on the school website careers page for information, and if you have any questions, please email careers@downlands.org.

Yours faithfully,

Ms Liz Hollingdale (she/her)
Careers Lead