



Bromfield Road,
Ludlow, Shropshire, SY8 1GJ
Telephone: 01584 872691
Email: admin@ludlowschool.com
Web: www.ludlowschool.com
Headteacher: Michael Stoppard
Chair of Governors: Andrew Teale

8th July 2026

Dear Parents/Carers

WORK EXPERIENCE – JUNE 2027

I am delighted to inform you that Ludlow School have decided to relaunch our very successful Work Experience programme.

As your son/daughter will be in Year 10 from September, he/she will participate in a week of Work Experience, from **Monday June 7th – Friday June 11th 2027**. In order to take part in the programme, students must have at least 90% attendance. However, individual cases will be looked at.

Students are expected to find their own placements. This has worked extremely well when the school previously offered this highly rewarding opportunity. With my support as Careers Lead and guidance from their tutor and Head of House, Year 10 students should start to approach potential employers. It may seem rather early to start looking for a placement, however, given our rural locality, there will be much competition. I would strongly advise that enquiries to employers are made face-to-face, wherever possible. This creates a positive first impression. As part of the Work Experience launch assembly, your child has been made aware that I can suggest employers to approach, but I am unable to produce a list of such contacts. However, the online system which the school is using to support the work experience programme, does have access to a directory of possible employers.

Once a placement has been secured, the attached form should be completed and returned to me as soon as possible. The final deadline for a placement to have been secured and the paperwork returned to Mrs Griffiths-Jones is 17th December 2026.

Points to bear in mind:

- The placement will be checked for Health and Safety, Public Liability insurance and Employer Liability insurance. A full risk assessment will be made.
- Consider the placement carefully and think about the location – will travelling there be difficult? The working day will be 9 am to 5 pm, in most circumstances. However this is for you, your child and the employer to discuss.

Yours sincerely

A.Griffiths-Jones
Careers Lead

LUDLOW CHURCH OF ENGLAND SCHOOL
WORK EXPERIENCE PLACEMENT FORM



Student Name		Tutor and House	
Address			
Parent/Carer email		Telephone number	

Monday June 7th – Friday June 11th 2027

Name of employer	
Contact name	
Contact email	
Address	
Postcode	
Telephone number	

General nature of the work to be undertaken while on placement
