

October 2026

Dear Parents/Carers,

Year 8 In-School Work Experience Trial

At Noadswood School, we are continually looking for ways to help students develop valuable employability skills and gain a greater understanding of the workplace. We are therefore pleased to offer a pilot programme for Year 8 students that will provide an opportunity to take part in in-school work experience activities.

As part of this trial, selected students will have the opportunity to spend either a morning or an afternoon undertaking work experience duties within the school on two or three occasions during the academic year. The experience will include roles such as:

- Administrative Assistant
- Attendance Assistant
- Completion of careers-related activities as part of our careers programme

Whilst participating in these duties, students will remain responsible for keeping up with their learning. They will be expected to collect any work missed from their teachers and complete it whilst on duty, workstations have been set up so that purposeful work can be completed.

This programme is intended to help students develop key skills including communication, organisation, responsibility, teamwork and professionalism, whilst gaining an insight into administrative and support roles within a working environment.

As this is a trial programme, we will review its success throughout the year. If the initiative proves beneficial, we hope to expand and roll it out more widely across the Year 8 cohort in future academic years.

Please note that:

- Participation is entirely optional.
- Students may only take part with parental approval.
- Students with low school attendance will not be eligible to participate, as maintaining good attendance and engagement in lessons remains a priority.
- Students will continue to be responsible for all curriculum work missed while undertaking these duties.



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- Participation with the in-school work experience will contribute towards their overall commitment to careers over the five years at Noadswood.

If you are happy for your child to be considered for this opportunity, no action is required. However, if you do not wish your child to participate, please email the school at mwyse@noadswood.hants.sch.uk stating your child's name and tutor group.

We are excited to offer this opportunity and look forward to seeing the positive impact it may have on students' personal development and career awareness.

Yours sincerely

Marina Wyse
School Business Manager