



19th January 2026

Dear Parent/Carer,

Year 10 Work Experience

We are pleased to confirm the dates for our upcoming work experience programme as **Monday 22nd June – Friday 26th June 2026**. This is a great opportunity for students to learn about the world of work, develop key skills like communication, teamwork, and initiative, and build confidence. The placement doesn't need to match your child's career plans—transferable skills are highly valued by employers.

We work with NYBEP (Business and Education Partnership) to deliver this programme. NYBEP will complete a risk assessment before placements begin.

We feel that work experience is such an important learning opportunity for your child that we have set the cost at £25 per student (this is a reduction from £42, with the support of the PTA, and funding from the school). Payment can be made via your school Arbor account [here](#).

What do you need to do or know:

- Your child has received an invitation email to use a platform called **Connect** to manage their placement. The link (found at the bottom of your child's invitation email) is unique to each student to log in to their own account.
- This is the link to the NYBEP Work Experience Resources webpage -
<https://padlet.com/NYBEP/74s0nlncsc4v7ut8>
- Clicking on the **Students/Parents/Carers section** will take you to the **Student Resource** page where you will see areas for advice and support including the **Work Experience Portal**. This is where your child will register and log in to **Connect** using the details provided in their email from NYBEP.
- Please ensure your child provides any medical or health information when registering—this is part of the consent process.
- **Please complete the parent/carer consent form at the end of this letter.**

Rossett School Green Lane, Harrogate HG2 9JP

01423 564444 office@rs.rklt.co.uk [f RossettSchool](https://www.facebook.com/RossettSchool) www.rossettschool.co.uk

Headteacher: Mr T Milburn



Learning Trust Alliance Teacher Training Teaching School Hub

Red Kite Learning Trust is a charitable company limited by guarantee registered in England and Wales.

Company number: 7523507. Registered office: Red Kite office, Pannal Ash Road, Harrogate, North Yorkshire HG2 9PH.

Our Privacy Notices can be found via www.rklt.co.uk/privacy-notices.

What does your child need to do:

- Set up their **Connect** portal account by using the details emailed directly to their school account.
- On the home page of the Connect portal there are two cards that your child should focus on completing initially –
 - **My Career Preferences**
 - **Skills Builder**
- Once your child finds a placement, they must enter the employer details on the **Connect** portal using the **Submit Self Placement** card.
- The school will then verify the placement.
- After verification, you and your child will receive an email link to give consent. Without consent, the placement cannot start.
- Please make sure your child submits their placement details by **Friday 20th March** at the latest. This is the final deadline.

In Addition:

- Both you and your child have received a copy of the Year 10 Student Guide to Work Experience, the Student Connect Guide and you also have a copy of the parent/carer FAQs document.
- These will support you and your child through this process.

Finally, thank you for your support in preparing your child for work experience. It is an excellent opportunity to shape their perception of the world of work and hopefully will inspire their future career pathways.

If you have any queries about the scheme, or you are worried about the cost, please do not hesitate to contact the school directly.

Many thanks,

Mrs E Wainwright
Work Experience Coordinator

Mrs S Daly
Assistant Headteacher

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Parent/Carer Consent Form

To ensure you receive important information about your child's work experience placement, please complete this form in full to consent to share your email address with NYBEP and return it to the careers co-ordinator - wainwrighte@rs.rklt.co.uk as soon as possible.

Alternatively click on this link to a Microsoft form here - [Work Experience Data sharing consent form \(Copy\) – Fill in form](#)

Student details

First name:	Surname:	
School:	Year:	Form/Tutor Group:

Information will be stored securely in compliance with the Data Protection Act 2018 and current GDPR guidelines for the duration of participation in NYBEP programmes and afterwards for the statutory term set by Local Authorities, which is currently 7-10 years. After this all information is securely destroyed. For more information, please see our privacy notice via <https://nybep.org.uk/about/privacy-policy-2>

Signed

Name:	Date:	Email:
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