



TO CARE  
TO LEARN  
TO ACHIEVE

**BEDFORD HIGH SCHOOL**  
A Specialist Business and Enterprise College  
with Applied Learning  
Headteacher: Mr P McCaffery

Our ref: AD/PB

December 2024

Dear Employer

**YEAR 10 WORK EXPERIENCE WEEK 14<sup>TH</sup>-18<sup>TH</sup> JULY 2025**

We are looking for support from local businesses to Bedford High School to provide work experience opportunities for Year 10 students during our Work Experience Week 14<sup>th</sup>-18<sup>th</sup> July 2025. As the school finishes at 12.00 on Friday, 18<sup>th</sup> July we would request that placements finish at this time. Any placements continuing after this time will be an agreement between the parent/guardian and employer and parents/guardians must provide the employer with an emergency contact telephone number. We are using Tailored Education, an external company who have a wealth of experience in providing safe work experience placements and they will be completing all insurance checks and risk assessments on our behalf.

Work Experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathway, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.

Our Business Partnership Programme provides additional opportunities for students, including Mock Interviews, Careers Workshops and annual Careers Fair which is being held this year on Tuesday, 4<sup>th</sup> March 2025.

If you could be a Bedford Business Partner and help us to raise the aspirations of young people locally and inspire the next generation, contact Mrs Birchall, our Community & Work Related Learning Co-ordinator - Email: [careers@bedford.wigan.sch.uk](mailto:careers@bedford.wigan.sch.uk), tel: 01942 909009.

Yours sincerely

A Duffy

**Mrs A Duffy**

**Assistant Headteacher & Careers Leader**

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