

June 2024



**CASTLE MEAD**  
**ACADEMY**

**Castle Mead Academy**

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**Executive Principal:** Mr T Hague

**Head of School:** Miss Chloe French

Dear Families

**Work Experience 2025 - Parent Launch Session - Wednesday 26 June 2024 6pm-6.45pm**

I am pleased to be able to write to inform you that every scholar at Castle Mead Academy has the opportunity to complete a one-week work experience placement in year 10. Your child will complete their work experience week commencing **Monday 24 March 2025**.

The work placements are provided by LEBC, a local company that has been organising work placements for scholars across Leicestershire for more than 20 years. Their website is <https://www.leics-ebc.org.uk> if you would like to find out more about what they do.

LEBC endeavour to use their database of employers to match scholars to their sector choices and travel areas but the best way for scholars to be in control of where they will go on their work experience is to find a **self-placement**. We encourage scholars to write emails, make phone calls and make use of their own network of family and friends in order to find a suitable placement. This will also give them a taste of the skills needed to find a job in the real world.

LEBC carry out health, safety and welfare assessments and insurance checks with each employer to ensure that the placements are suitable for scholars.

Work experience provides an insight into the working world; placements help scholars to improve their personal development and independence as well as key transferable employability skills such as communication, time management, teamwork, resilience, confidence, and adaptability.

We believe work experience is an invaluable opportunity which all scholars should be able to access. Therefore, Castle Mead Academy covers all LEBC fees for providing the placements and there is no cost to families. However, we do ask for your involvement and support throughout the process and would like therefore to invite you to the **2025 Work Experience Parent Launch Information Evening on Wednesday 26 June 2024 at 6pm**. We will present information about the process and there will also be an opportunity for you to ask any questions. Please complete this **short form** <https://forms.office.com/e/zxJ87Juaun> to confirm your attendance and enable us to plan accordingly.

As we move through the process over the next few weeks and months, a range of information and resources will be available on the careers page of the school website, including presentations and videos which outline the process, guides to help with applications, as well as copies of the application forms. However, if you have any further queries, please do not hesitate to contact a member of the careers team.

Kind regards  
Diana Walker  
Careers Leader



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