



Sutton Coldfield Grammar School for Girls

May 2026

Dear Parent/Carer,

Year 10 Personal Development: Careers Programme **Virtual Work Experience Day – 1st July 2026**

As part of our Personal Development Programme, students gain an understanding of 'Life Beyond School' (which includes Careers Education) in Theme 6 of the Programme. This includes a focus on Careers Education during the Summer term of Year 10. Students will have the opportunity to have a meeting with our specialist **Careers Adviser** at some point during Year 10 or 11. They will also attend the **Careers Fair on 2nd July** to help them begin to think about careers sectors they might be interested in.

In order to provide them with an insight into the world of work, students also complete a **one-day virtual Work Experience Day on Wednesday 1st July**. Students will have a choice between a range of different online Work Experience programmes, which have been chosen to reflect a range of careers sectors, and also to develop essential Workplace Skills, such as problem solving and creative thinking.

Students who have shown high professional standards during year 10 and have demonstrated that, by achieving 50 or more Character Points during *this* academic year, will have earned the privilege to 'work from home' on that day, which is a common format for many workplaces. Students who have not met the criteria will be required to work in school and they will be informed of that nearer the date.

In order for your daughter to work from home, you will need to confirm that there will be a **computer for her sole use with internet access available for the whole day**, as she will have a full day of tasks to complete online. Students will need to upload their Completion Certificate to Teams at the end of the day as evidence of their engagement with the programme.

Where there are not appropriate facilities available at home, or if parents prefer, students will be able to complete their virtual Work Experience in school, in the computer room during that day.

Please follow the link or scan the QR code below and complete the digital form by Monday 8th June to inform us of arrangements for your daughter for 1st July.

Many thanks for your support of our Careers Programme.

Yours faithfully,

Mrs M. Lucas

(Assistant Headteacher – Personal Development & Careers Lead)



<https://forms.cloud.microsoft/e/XFhmZ7mc2u>

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