



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher
James McNamara BA(Hons); NPQH

Wirksworth Road, Duffield, Belper. DE56 4GS
Tel: (01332) 840645 Fax: (01332) 841871
Web: www.ecclesbourne.org.uk
email: info@ecclesbourne.derbyshire.sch.uk



20th June 2022

Dear Parent/Carer,

Re: Year 10 Work Experience

Year 10 Work Experience week, Monday 4th - Friday 8th July is fast approaching so we thought it appropriate to get in touch with some useful information.

Students who are not taking part in work experience will be attending school all week and parents/carers of these students need read no further.

Most students will be issued with 'Work Experience Agreement' Forms (some students who have placements arranged with family members and who have completed a Red Form will not receive this paperwork). Please read and sign these, students need to give them to their employers on their first day. Attached to that form is the Job Description and Risk Assessment for their place of work, information about what they are expected to wear and their working hours. They should read through this carefully!

Can we please ask you to remind your son/daughter to dress appropriately (not too much make-up etc) and emphasise to them the importance of arriving on time and only using mobiles phones in break times, if permitted. In many cases students are at placements which have been used many times in the past by former students and we want to continue to nurture these links.

We appreciate that this can be a nerve-wracking experience for some of our students, particularly the first few days. Please encourage them to stick with it; the week will get easier and the more they get involved the more beneficial the experience.

If there any problems then the students should ring School, either the main school number in school hours or the mobile number which they have been given if 8.00-8.30am or 3.40-6.30 pm. If they are unwell and are unable to attend one day, then they should ring their employers and School to let us both know that they are at home. Whilst illness cannot be prevented, we would like, as much as possible, for students to complete their full placement for obvious reasons.

Whilst on placement students should be completing their Work Experience Journal. Most students will be visited by a member of staff who will complete the tutor report in the journal. The employers will also complete a section of the journal at the end of the week. (Some students will be telephoned instead, because of the nature/location of the placement and/or the timings of their working week.)

As such they are very important booklets for the students and will be used in Year 11 for writing their CVs. On the Monday after work experience week (Monday 11th July) they will need to **bring their journal** with them for the follow-up morning where they will be working with their tutors on various activities, related to what they have learnt during the week.

We really hope your son/daughter enjoys their time at work and gains as much from it as they possibly can. We are pleased and proud of so many success stories from placements in the past.

If you have any queries or wish to get in touch, please email myself: jearp@ecclesbourne.derbyshire.sch.uk or Danielle Parker: dparker@ecclesbourne.derbyshire.sch.uk

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'JEarp'.

Joanne Earp
Head of Careers & PDC

A handwritten signature in blue ink, appearing to read 'DParker'.

Danielle Parker
Work Experience Co-ordinator