



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



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Dear Parent / Carer,

RE: Year 12 Work Experience, 24th - 26th April 2023

We are writing to you ahead of Year 12 Work Experience week commencing 24th April, to wish your son/daughter a successful and enjoyable work experience placement. Our Year 12 students have secured some quite exceptional placements this year, thank you for your invaluable support.

It is important that our Sixth Form students are keenly aware that they are representing themselves and our entire Sixth Form community whilst on placement. Students should be punctual, dress appropriately for their placement and be willing to truly engage with their employer. In some cases, students are at placements which have been used on many occasions and we want to continue to nurture these links.

We appreciate that the first day of work experience can be uncomfortable for some students but please encourage them to stick with it; the days will get easier and the more they get involved, the more beneficial the experience. If there are any problems then the students should ring school, either the main school number or if it is out-of-hours then the emergency mobile number which they have been given. 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.

Whilst on placement, students should be completing their 'Work Experience Booklet'. This booklet enables the student to reflect on their experience and record personal achievements, these sentiments can be invaluable for their personal statements/cover letters. A copy of the booklet is on Show My Homework. They will need to bring their booklet with them when they return to school.

There are students that will not be completing a placement in 'Work Experience Week'. In that case, students will be required to attend school in the Sixth Form Centre. There are no scheduled lessons so every student must be prepared to take part in the programme of events arranged for them for the duration of the school day.

Every student studying in school must register promptly in the Sixth Form Centre every morning (9:00am) and afternoon (1:30 pm).

We wish every Year 12 student all the very best for their placement. Should you wish to discuss any element of this letter please do not hesitate to get in touch via the school contact details.

Yours sincerely,

Hannah Weller
Assistant Head Teacher
Head of Sixth Form

Simon Carnwell
Assistant Head Teacher
Acting Head of Careers

Danielle Parker
Work Experience Coordinator