



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

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Dear Parents/Carers

10 October 2022

Re: Sixth Form Work Experience, 24-26th April 2023

A key aspect of 16-19 study programmes is the opportunity for students to undertake work experience. One of the main reasons for this is to ensure that young people are more “work-ready” and have the opportunity to develop skills which are required in the workplace. If your son/daughter attended Ecclesbourne in Year 10 then you will know that they were unable to undertake work experience due to the pandemic. Sixth Form Work Experience has a slightly different focus, most students will have more of an idea about what they wish to pursue for their future career, others may have chosen their A levels based on the subjects they particularly enjoy or are adept at. Therefore, we would hope that students select a work experience placement which relates to one or both of these areas.

Database

With Sixth Form Work Experience there is greater onus on the student to find their own placement. That said, if students are finding it difficult to find a placement there are various forms of support that the school will provide. Each student will be issued with a Sixth Form Work Experience booklet which outlines where they can find help. The Derbyshire County Council's work experience database is a good starting point as it has thousands of organisations in the county which have already had a student on placement. If a new placement is found by the student then it will take a **minimum of 8 weeks** for the placement to be Health and Safety checked by the council and, if suitable, added to the database.

Once the placement has been authorised, the student will be issued with a job description, a risk assessment together with an agreement produced by DCC. Students must read through the information on these very carefully prior to going on placement.

Health and Safety

The safety of all our young people is paramount. For that reason we would like all placements to have been health and safety checked by Derbyshire County Council (DCC). In exceptional cases we may permit students to go on work placements which have not been checked, but only with written permission from parents/carers. To assist with this, there is a form which we can provide for you to fill in. **The School will not allow a student to go to an unchecked work placement without your written permission.**

Dates

The dates for Year 12 are Monday – Wednesday, 24-26th April 2023, although students could also arrange a placement for any time during school holidays. If students are unable to source a placement in these dates, they are expected to attend school. We hope students secure a 3-day placement, if however they can only secure 1 or 2 days, students are required to attend school on remaining days.

In certain circumstances it may be appropriate for students to undertake extended work experience (in their free periods) eg. Wednesday afternoon, this often works well in primary schools and care homes. If this is the case students will be required to attend school 24-26th April - if they do not find another work experience for this time.

Costs/Location

We anticipate that most students will find a placement within Derbyshire. However, if students find a placement outside Derbyshire then there may be a charge of up to £90 for the DCC Health and Safety inspection, plus administrative costs. Parents/carers will be expected to meet this charge. These placements take much longer to be processed by the DCC, therefore, requests for "out of county" placements must be submitted by 27th January 2023.

Disclosure and Barring Service Checks (formerly CRB)

Students working with children and/or vulnerable adults do not require a check, as per DCC guidelines. If, however, an organisation requests one, please see Mrs Parker who will follow this up on your behalf.

Conduct

We expect exemplary behaviour and attitude whilst in the workplace, we trust our sixth form students, therefore they are not visited by a member of staff whilst on work experience. In the interests of legality and the school's reputation in matters of propriety, any student who attempts to consume alcohol, to smoke or to engage in the abuse of other substances will face a full investigation by the School, which could result in serious disciplinary action.

Consent

When your son/daughter has secured a placement, we ask them to complete a pink form (available outside the Careers Office) which gives all the details of the placement. This form needs to be signed by a parent/carer. In this way you are giving consent for your child to be out of school during that week and that you approve of the placement.

If there are any medical condition(s) that you feel the school should be aware of in relation to your child's successful completion of a Work Experience placement, please email dparker@ecclesbourne.derbyshire.sch.uk

Follow-up process

An important part of the Sixth Form Work Experience process is the students evaluating what they learnt from the experience, on Thursday 27th April afternoon, students will undertake a reflection session with their form tutors. Within the student booklet, there are documents to be filled in post-placement, as well as an employer's feedback form to be requested at the end of the placement. We expect all students to complete a short piece of evaluative writing to summarize the whole process: the skills they have used, the skills they have developed and the insights that they have gained. When this is completed, it will be submitted to form tutors who will then be able to use the Work Experience as part of any future references that are written about the student. We are aware that students may well have a heavy workload given their new A level courses however the process has been designed so that it is not too arduous, and we anticipate that all students will be able to complete it.

Yours sincerely

Joanne Earp
Head of Careers and Personal Development & Citizenship

Danielle Parker
Work Experience Co-ordinator