



# 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](http://www.ecclesbourne.org.uk)  
email: [info@ecclesbourne.derbyshire.sch.uk](mailto:info@ecclesbourne.derbyshire.sch.uk)



27<sup>th</sup> March 2024

Dear Parent / Carer,

## **Year 12 Work Experience 22<sup>nd</sup> - 26<sup>th</sup> April 2024**

We are writing to you ahead of Year 12 Work Experience week during the dates above, to wish your son/daughter a successful and enjoyable work experience placement. Our Year 12 students have secured some prestigious placements and we 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, to speak to Mrs Farina or Mrs Parker in Careers, or Mrs Weller in Sixth Form Office. 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 reading and completing the 'Work Experience Booklet' electronically. 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. The skills section of the booklet has been printed for them to complete during the reflection session on the morning of Tuesday 30<sup>th</sup> April, with their form tutors.

There are some 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/study independently for the duration of the school day.

Every student studying in school must register promptly in the Sixth Form Centre each 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  
Head of Sixth Form

Zoe Farina  
Director of Careers

Danielle Parker  
Work Experience Co-ordinator