



# THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher  
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November 2023

Dear Parents/Carers,

## **Re: Sixth Form Work Experience, Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> April 2024**

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. Sixth Form Work Experience has a slightly different focus from Year 10, 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.

### **Health & Safety**

The safety of all our young people is paramount and you may be aware that Derbyshire County Council have, in the past, provided a database of organisations which had been health and safety checked. This is no longer a service they provide. Therefore, in order to continue work experience we are following The Health and Safety Executive’s (HSE) guidelines which states: *Schools and colleges have no responsibility under health and safety law for work experience students. The employer is responsible for workplace health and safety.*

We are, however, asked to check if there are risk assessments in place. Once a student has secured a placement, we will contact the provider to ask if they have a risk assessment and employers’ liability insurance. We will also ask if the person working with your child will be unsupervised and if the same person will be in frequent contact with your child. If so, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person with the Disclosure and Barring Service (DBS). The outcome of these checks will be communicated to you.

### **Finding Placements**

From the huge range of work experience places on the DCC database, where possible we have contacted local organisations to compile a spreadsheet of willing hosts for Ecclesbourne students, which has been emailed to students. Contact details can be obtained and from there students will have to apply to the employer directly, to see if a placement is available.

As there are not hundreds of placements and in order that some “popular” placements are not inundated with applications, form tutors will keep an application log. We will stop further applications once places are filled. Of course, some larger organisations may offer multiple placements, which we will take into account.

With this in mind, we believe it is only fair to operate a “first come, first served” basis for applying for placements, and hope that you will assist us in this decision by supporting your child’s early proactive approach to finding a placement. The spreadsheet, sorted by workplace category, will just be a starting point. Please encourage your son/daughter to apply to other workplaces not listed, if desired.

It is the students’ responsibility to try to find their own placement, support from form tutors and us will be offered if students are struggling. When a placement has been secured students then complete the online Year 12 Work Experience Placement Form which has been emailed to them. The deadline for completion is **16<sup>th</sup> February 2024**.

## Dates

The Year 12 work experience week for is 22<sup>nd</sup> - 26<sup>th</sup> April 2024, although students could also arrange a placement for any time during school holidays. If students are unable to source a placement for these dates, they are expected to attend school. We hope students secure a five-day placement, if however, they can only secure two or three 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 22-26<sup>th</sup> April - if they do not find another work experience for this time.

## Disclosure and Barring Service Checks

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

## Consent

When your son/daughter has secured a placement and completed the online form, a consent document will be produced and sent home which needs to be signed by a parent/carer and returned to us. In this way, you are giving consent for your child to be out of school during that week and confirming that you approve of the placement.

## Conduct

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

## Medical Conditions/Special Educational Needs or Disabilities

If there are any medical condition(s) and or SEND that the school and placement need be aware of in relation to your child's successful completion of a work experience placement, please ensure the relevant section on the consent form is completed. We will work with parents/carers to make sure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so that employers can consider these factors.

## Can you help us?

We are always looking to increase the range of placements available, therefore if you work in an environment where you feel you or your colleagues could accommodate a young person, please get in touch with us using the email addresses below.

## Follow-up process

An important part of the Sixth Form Work Experience process is the students evaluating what they learnt from the experience. On Monday morning 29<sup>th</sup> April, students will undertake a reflection session with their form tutors, who will then be able to use Work Experience as part of any future reference.

If you have any queries, please contact us on the email addresses below.

Yours sincerely,



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