



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher
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Dear Parent / Carer,

Re: Year 10 Work Experience

Year 10 Work Experience week (Monday 29th June – Friday 3rd July) is fast approaching so we thought it appropriate to get in touch with some useful information.

Students will have preparation sessions with their tutors during PDC lessons about how to make the most of their placement, but we would ask that you encourage your child to be punctual, wear clothing in line with the dress code and be attentive and courteous. 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 with employers.

If there are any problems with the placement, please do not hesitate to contact the school on 01332 840645. This telephone line will be open from 7:30am – 7:00pm.

If your child is unwell and 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. We appreciate that this can be a nerve-racking 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.

Every student will have contact with a member of staff either in person, by phone or by email, during their placement, to check-in with the students on how they are getting along.

Your child will need to complete the on-line Work Experience Journal daily (available on Show My Homework), this can be done either whilst on placement or at home each day, which employers will be aware of from our communications. The employer will receive a document to complete on Unifrog online at the end of the week about your child's placement.

These are important documents for the students and will be used in Year 11 for writing their CVs. On the Tuesday after work experience week, they will be using their journal during this follow-up session in PDC with their form tutors, about various activities, related to what they have learnt during the week.

Students without full time work experience for the duration of the week will be required to attend school as usual, on the days that they are not with their employer: e.g., staff training, shops closed etc. If you have not already informed us of any such circumstances, please email the details, so that we know to expect your child (see email address below).

Free lunches will be provided in the usual way for all students who are entitled to them. If your child is on placement and if you have used the Wonde system for provision of free school meals during the Covid period, you will receive electronic vouchers as normal. Parents of children who are entitled to free school meals but who have not yet used the Wonde system will receive an activation text message prior to the allocation of the vouchers with instructions.

We really hope your child 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 Danielle Parker, Work Experience Coordinator: dparker@ecclesbourne.derbyshire.sch.uk or Joanne Earp, Head of Careers: jearp@ecclesbourne.derbyshire.sch.uk

Yours sincerely



Joanne Earp
Head of Careers



Danielle Parker
Careers Information & Advice Officer,
Work Experience Coordinator