



Tupton Hall School

Tupton Hall School

Station New Road

Old Tupton

Chesterfield

S42 6LG

01246 863127

enquiries@tuptonhall.org.uk

www.tuptonhall.org.uk

Headteacher: Mr A J Knowles

December 2023

Dear Parent/Carer

Y10 Work Experience – W/c Monday 1 July 2024

I hope this letter finds you well. As we approach a significant milestone in your child's academic journey, we wanted to inform you about the upcoming Year 10 work experience program.

Work experience is a valuable opportunity for students to gain insight into the world of work, explore potential career paths, and develop essential skills that will benefit them in the future. The program is designed to provide practical, hands-on experience in a professional setting, allowing students to apply classroom knowledge to real-world scenarios. As part of the Careers Education and Guidance programme at Tupton Hall School, all Year 10 students are expected to take part in a Work Experience programme, for one week, commencing Monday 1 July 2024.

The Work Experience programme is a very important element of the careers education programme in Year 10. It can help student's secure paid employment in the future whilst also allowing them to add key skills to their employment record that will be of great value as they progress through school and onto higher education or an apprenticeship.

BBC – Advice

“To an extent, work experience is what you make it. If there is an meeting, ask if you can go too. The more you learn, the more you’ll be able to offer the company, and the more indispensable you’ll become.”

I feel that, as part of the experience, students should investigate and find the placement themselves, as they would when looking for employment. However, parents and carers are very welcome to help them in their search. Students will be receiving support and guidance from school throughout the year, however, we understand that some students may want additional support. Should this be the case then please do not hesitate to contact school.

Health and safety checks of premises need to be completed for placements. Students can use the work experience website to find out what is available. We require the completed work experience agreement form back along with the Work Placement Vetting Request by no later than **Friday 19 April 2024** to ensure the health and safety check is completed in time. Without it, students will not be allowed to attend their placements. Students will be rewarded with House Points along the journey of their Work Experience.

Any student who does not secure a work placement will be expected to attend school as normal during the Work Experience week and a timetable will be in place for this.

The work experience forms (Work Placement Vetting Request) required are available **from Heads of House** in order to secure a placement with an employer. One really important factor is that the employer has to have or be willing to obtain Employers' Liability Insurance. The school will not authorise or submit any requests for a health and safety check unless they have this.

We appreciate your support in making this program a success for our students. If you have any questions or concerns, please do not hesitate to contact us. We look forward to witnessing the growth and development of our Year 10 students as they embark on this exciting journey into the world of work.

Thank you for your cooperation and support.

Yours faithfully

Mr Carl Sinclair
Assistant Headteacher