



September 2025

Dear Parent/Carer

Year 10 Work Experience Week - Monday 26 – Friday 30 January 2026

Work experience is a mandatory part of our curriculum (during the week of work experience, normal lessons will not be running and instead each student will attend their chosen work experience placement). The experience offers students many benefits including developing their employability skills and making their applications for Sixth Form and other further education options stand out next year.

Placements will normally last 5 days and run from Monday to Friday. There are circumstances where the school may agree to vary the working days, in cases where a business is not open for one working day, in which case they can work Monday to Saturday with one day off. Please note any bespoke arrangements like this on the online Work Experience form mentioned later in this letter. For any other arrangements, please contact me before filling in the form.

Please see below for the various steps in this process:

1) Applying for a Placement

We are encouraging students to find their own work experience placements to replicate the process of finding a job. We would recommend that students do not delay in starting to find a placement as the best local opportunities will soon be taken.

When seeking a placement, students should make contact with employers under the guidance of an adult, either at home or in school. We recommend that students use their school email address instead of contacting individuals via social media. For smaller employers, it may be the first time they have hosted a work experience student and so they may need you to explain the process to them. Placement providers will need to have **employers' liability insurance** and a **Health & Safety certificate**. Students must either attend an actual workplace or work alongside someone; they cannot work from their own home or "set themselves up in business" for the week without prior agreement from the school.

We have access to a **national database** of previously-registered placement providers (see attachment for login instructions), but there is no guarantee that these providers will offer a work experience placement to our students, and so they will have to apply for a placement.

As students may need to contact more than one employer before they secure a placement, it is **essential** that your child does not delay in looking for a work experience placement. We must have details of your placement by the end of October half term.

2) Confirming a Placement

Once an employer has agreed in principle to provide a work experience placement for your child, the letter attached should be handed to the placement provider.

Under the guidance of a parent/carers, the student should also complete the school's Work Experience form so you can let us know the details of the placement. This should be completed before Friday 31 October at the very latest.

You can access the **Work Experience form** by clicking <https://forms.office.com/e/NsRauZz9di> or by scanning the QR code below.



Before you and your child complete the Work Experience form, you will need to find out:

- Employer company/organisation name and full address
- Full name of a contact at the placement
- Phone number and email of the contact at the placement
- Job title for the placement
- Which days of the week they will be attending (normally Monday – Friday)

3) Employer Checks / Risk Assessment

School will pass all the details you have provided to our risk assessment company, who will in turn contact the employer directly and may visit the premises for an assessment. They will produce a risk assessment for the placement and list any conditions required by the employer, such as safety clothing or start and finish times.

The school will then send you two copies of the formal parental agreement and risk assessment, which **must be signed by a parent/carer**. One copy must be returned to school and the other copy taken with the student on the first day of the placement to be given to the employer.

The work experience placement will not be authorised unless we know that the employer has the correct liability insurance and that we hold a signed parental agreement. Attending an unauthorised work experience placement will be treated as a child safeguarding concern and be recorded as an unauthorised absence.

All placements are subject to the approval of the Headteacher and approval may be rescinded in rare circumstances where attendance or conduct in school is below satisfactory, or for other reasons.

We have recently held an assembly with Year 10 students to talk about the work experience process and I have attached a work experience guide that may help you and your child with the process.

Please encourage your child to speak to their form tutor or myself if they are in any doubt about what to do in this process. You can contact me about any aspect of the work experience programme, including to make any specific arrangements for your child, by email at fenbyj@hallparkacademy.org.uk

Yours faithfully

A handwritten signature in black ink that reads "J. Fenby".

Mr J Fenby
Head of Humanities
fenbyj@hallparkacademy.org.uk

Letter to Employer - Work Experience
Monday 26 – Friday 30 January



Hall Park
Academy

Hall Park Academy

Mansfield Road

Eastwood

Nottingham

NG16 3EA

01773 786212

office@hallparkacademy.org.uk

www.hallparkacademy.org.uk

Headteacher: Mr D Crossley

Dear Placement Provider

Thank you for agreeing to take one of our students on work experience placement. Work experience is a valuable activity for young people that helps to equip them for the world of work, as well as providing motivation for students to work hard to obtain necessary qualifications before they leave Hall Park Academy. Students will benefit greatly from the experience, particularly from seeing and understanding how the business works in different departments and functions.

Our Year 10 work experience is for young people aged 14 – 15 years, and will run **Monday 26 – Friday 30 January**. If your business is closed for one of those days, you may agree to run the placement to include Saturday 1 February as well.

We would expect our students to complete a normal working day with you, but they must not start before 7am or work after 7pm without prior agreement from the school. You must also not pay them for their time.

The school must receive details of an agreed contact person to act as the primary contact for risk assessment paperwork and who will meet the student on the first day to give them an induction into the business, and be available for parents/carers to contact if necessary. The student will record this information from you.

We use Safety Measures Ltd to risk assess work experience placements. Once we have received information from the student about the placement, Safety Measures will be in touch with you directly to discuss health and safety, employer's liability insurance and the risk assessment for the placement. We will confirm with you as soon as we are able to when the placement has been authorised.

Students will bring you a signed parental agreement on the first day of the placement.

Once again, thank you for agreeing to host of our students. You can contact me at any time about work experience placements, and email is the best way to do this: fenbyj@hallparkacademy.org.uk

Yours faithfully

Mr J Fenby

Head of Humanities

fenbyj@hallparkacademy.org.uk