

Our Ref: RP/KS/ Year 9

Date: 9<sup>th</sup> March 2023

Dear Parents/Carer,

**Dame Elizabeth Cadbury School – Year 9 Take Your Child to Work Experience**



**Dame Elizabeth  
Cadbury School**

Respect. Aspire. Believe. Commit  
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Dame Elizabeth Cadbury School are offering our Year 9 pupils the opportunity to experience the world of work on **Friday 28<sup>th</sup> April 2023**. The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to exciting opportunities.

The Gatsby Foundation 'Good Career Guidance' Report states that good career guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them. Gatsby Benchmark 5 states "Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes."

Year 9 pupils are being offered the opportunity to accompany a family member or close family friend/relative to their place of work. There are some amazing benefits of work experience and we hope the placement will enable your child to:

- gain insight into the skills required for a particular job
- increase their awareness of their own skills and strengths
- increase their motivation to do well in school
- gain useful experience for their CV
- appreciate the skills needed to succeed in a job

Some specific requirements to note for pupils under the age of 16 taking on work experience are:

- Pupils must only work during the day time (not before 7am or after 7pm)
- Pupils must have a 30-minute break for any shift lasting more than 4.5 hours
- Pupils must not work for more than 8 hours a day.

Placements should not be 'high risk' (no factories, industrial sites or alcoholic sales) and we require a copy of the Employer's Liability insurance unless, as a parent, you are happy to take responsibility for your child's safety whilst on the placement. A letter is attached for you to give to the placement no later than 2 weeks before the placement begins. **If pupils are unable to secure a placement, they will be required to remain in school in normal lessons on the day.**

Please complete the form on the following link <https://forms.office.com/e/tMEsUNBNzi> or alternatively scan the QR code overleaf, no later than 30<sup>th</sup> March 2023. Please also report any changes to your child's medical conditions, if they have any. **If you do not return the work experience form your child will need to be in school.**

Please note that all placements are subject to continued good behaviour and regular attendance. Additionally, the signed form from yourself agrees that the school reserves the right to send your child home at your expense if your child jeopardizes their own safety, the safety of others or the good name of the school.

If you have any questions, please do not hesitate to contact Miss Shahmiri.

Yours Sincerely

Mr R Prime  
Headteacher

Miss K Shahmiri  
Deputy Headteacher



Dame Elizabeth Cadbury School  
Woodbrooke Road  
Bournville  
Birmingham  
B30 1UL



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[dameelizabethcadbury](https://www.facebook.com/dameelizabethcadbury)



[enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk)



## **Frequently Asked Questions**

### **Can we help secure a placement?**

Unfortunately, we are unable to assist on this occasion, as the placements are to be secured through family members or relations.

### **What uniform/work clothes are required?**

Work outfits are dependent upon the placement so it is important to obtain this information prior to the placement commencing. For example, if the placement is a nursery, your child may be asked to wear comfortable leggings and a certain coloured top. If it is a restaurant, the work uniform may be black trousers/skirt and a white shirt.

### **Can they work in a pub?**

Yes, but they **must not serve alcohol**.

### **Does the placement need to just be with a family member?**

No, placements can also be with close family friends or relatives as long as parents and carers are happy to take responsibility for their child whilst they are on the placement.

### **Are the hours of work the same as school?**

The hours of work will be determined by the placement; however, they must comply with the guidelines stated in the letter.

### **Can I work in a garage or building site?**

You can but you must not take part in any high-risk activities, these placements will involve mainly observing working practice.

### **What if the placement can't provide insurance details?**

If this is the case, then the placement isn't able to happen and an alternative placement should be sought, or your child should come to school. All companies should have Employer's Liability insurance. As a parent, if you are taking responsibility for your child you should check that the company has insurance in place.

### **What if my child cannot secure a placement?**

Pupils who cannot find a placement will attend school as usual.



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