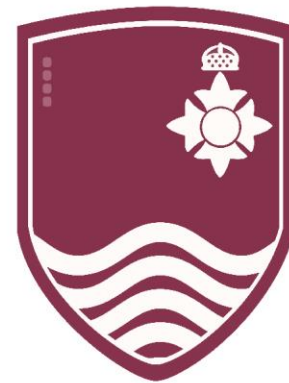


Our Ref: RP/KS/Year 12 Work Experience

Date: 16th June 2023

Dear Parents/Carers,



**Dame Elizabeth
Cadbury School**

Respect. Aspire. Believe. Commit

www.decschool.co.uk

Dame Elizabeth Cadbury –Year 12 Work Experience

Dame Elizabeth Cadbury are offering our Year 12 pupils the opportunity to experience the world of work between the dates of 17th July to 20th July 2023. The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to exciting opportunities. Over the past week or so, your son/daughter should have been actively seeking work experience placements and will have hopefully shared the two consent documents we require for placements to go ahead. They also had electronic copies of these emailed directly to them, in the event of emailing onto potential employers.

The Gatsby Foundation 'Good Career Guidance' Report states that good career guidance is critical if young people are to raise their aspirations and capitalize 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."

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 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.
- Work Experience is compulsory - students are responsible for finding their own placements.

Placements should not be 'high risk' (no factories, industrial sites or alcoholic sales).

A letter is attached for you to give to the placement no later than 2 weeks before the placement begins. You must ensure your placement has Employers liability insurance, risk assessments and health and safety procedures in place, a copy of the insurance policy needs to be submitted to school. If the school do not receive a copy of the insurance the placement cannot go ahead.

Please complete the following link <https://forms.office.com/e/EQR6NVHsef> or alternatively scan the QR code overleaf, by no later than Friday 7th July. **If we do not receive: a completed the MS forms; completed and signed consent forms from parent and employers, as well as copies of the placements public and Employer's Liability forms, then your child will need to be in school.**



Dame Elizabeth Cadbury School
Woodbrooke Road
Bournville
Birmingham
B30 1UL



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

0121 464 4040



Dame Elizabeth Cadbury School



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



enquiry@decschool.co.uk



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 Mr Scarth at kscarth@decschool.co.uk or Ms Fellows at careers@decschool.co.uk

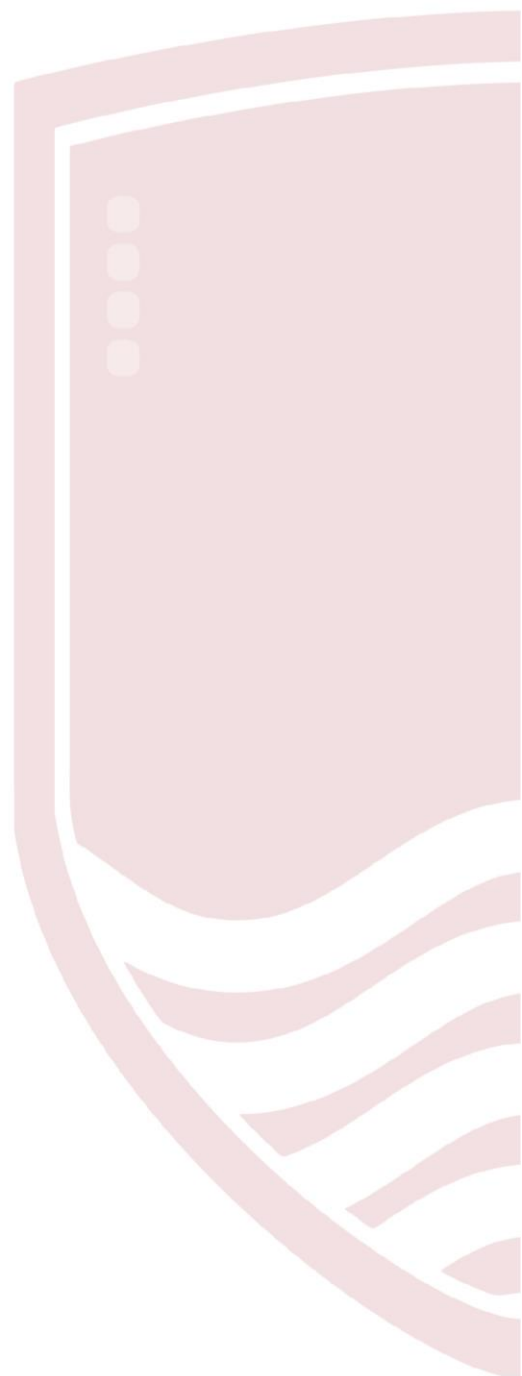
Yours Sincerely,



Mr R Prime
Headteacher



Mr K Scarth
Head of Sixth Form



MS forms QR code:



Frequently Asked Questions

Can we help secure a placement?

Unfortunately, we are unable to assist on this occasion. Placements are to be secured through family members or relations, or by canvassing local employers. CV and Work Experience help is available on our website.

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.

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 at garages and building sites and factories?

As long as you are not 'on site' or taking part in high risk activities you can. For example, helping on reception, in the shop or watching activities are permitted.

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.

Where can I find help:

<https://matrixacademytrust.co.uk/careers/dame-elizabeth-cadbury/>



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