



**Dame Elizabeth  
Cadbury School**

Respect. Aspire. Believe. Commit  
[www.decschool.co.uk](http://www.decschool.co.uk)

Our Ref: RP/KS/ Year 10

Date: 22<sup>nd</sup> November 2023

Dear Parents/Carer,

### **Dame Elizabeth Cadbury School – Year 10 Two day ‘Take Your Child to Work’ Experience**

Dame Elizabeth Cadbury School are offering our Year 10 pupils the opportunity to experience the world of work for two days on **Wednesday 10<sup>th</sup> July 2024 and Thursday 11<sup>th</sup> July 2024**. 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 10 pupils are being offered the opportunity to accompany **a family member or close family friend/relation** 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.**



Dame Elizabeth Cadbury School  
Woodbrooke Road  
Bournville  
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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](mailto:enquiry@decschool.co.uk)



Please complete the form on the following link <https://forms.office.com/e/WM2K1SY0pv> or alternatively scan the QR code overleaf, no later than 30<sup>th</sup> March 2024. 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 on both days.**

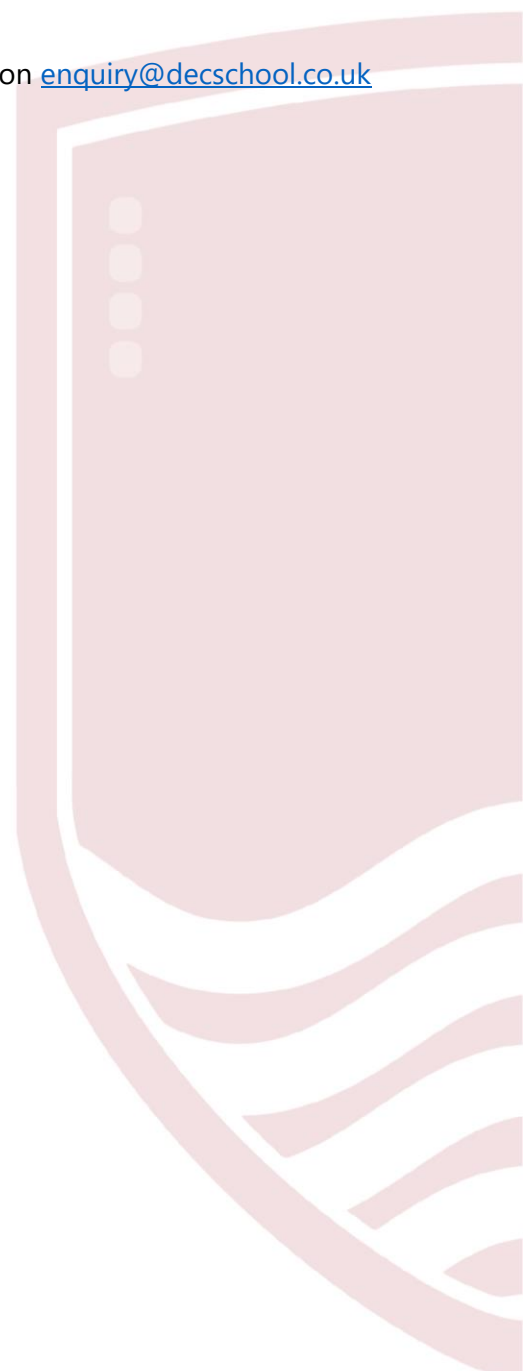
Please note that all placements are subject to continued good behaviour and regular attendance. Additionally, the signed form from yourself agrees that the school reserves the right to send your child home at your expense if your child jeopardizes their own safety, the safety of others or the good name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

If you have any questions, please do not hesitate to contact Miss Shahmiri on [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk)

Yours Sincerely



Mr R Prime  
Headteacher



## **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.

Dame Elizabeth Cadbury 2 day  
'Take your child to work'  
Experience (Year 10) (2024)



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Our Ref: RP/KS/Employer Letter 10

Date: 22<sup>nd</sup> November 2023

Dear Employer

**Dame Elizabeth Cadbury School – Year 10 two day work experience on 10<sup>th</sup>/11<sup>th</sup> July 2024**

Firstly, thank you for offering a work experience placement to our students on 10<sup>th</sup> and 11<sup>th</sup> July 2024. This is an invaluable experience for students which enables them to be more employable in the future. We hope that whilst with you students can experience a variety of roles in your organisation.

I wish to make you aware of some specific requirements to note for pupils on work experience:

- 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' and you must ensure your placement has the appropriate insurances, risk assessments and health and safety procedures in place, including Employers' Liability insurance. Students can work in factories, garages etc. but they must not be undertaking any high-risk activities whilst in these industries.

Please email a copy of your **Employer's Liability insurance** certificate including your **company name and the name of the student placed** with you, to [year10workexp@decschool.co.uk](mailto:year10workexp@decschool.co.uk) by no later than **30<sup>th</sup> March 2024**. A student cannot attend work experience without the school seeing a copy of this policy. Alternately, a paper copy of the insurance can be sent to the student to bring into school.

If any concerns (including safeguarding) arise during the placement please contact Miss A. Morris or Mrs A Donovan, Safeguarding Leads, at Dame Elizabeth Cadbury School.

If students are unwell on the day, they have been asked to call the employer directly, before coming to work, and the school, in order to keep everyone informed. If a student becomes ill during the day, they will need to call school and then call home to gain parental permission to leave, should they feel that symptoms cannot be managed until the end of the working day.

Students should not be left working with adults known to be on the DBS barring list, or working alone with any one person if they have not obtained a DBS check (for example, a driver's mate). Students can work with one individual without need for a DBS check as long as other individuals are nearby who do have a DBS check.

If you have any questions, please do not hesitate to contact Miss Shahmiri on 0121 464 4040.

Yours sincerely

Mr R Prime  
Headteacher