

Our Ref:

Date: 19th January 2026



Dame Elizabeth
Cadbury School

Wednesday 1st
www.decschool.co.uk

Dear Parents/Carer,

Dame Elizabeth Cadbury School – Year 9 'Taste of Work' Experience (1st – 2nd July 2026)

Dame Elizabeth Cadbury School are offering our Year 9 pupils the opportunity to experience the world of work from Wednesday 1st July to Thursday 2nd July 2026. 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 daytime (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 to you to give 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 and take part in normal lessons.**

Please complete the form on the following link [Dame Elizabeth Cadbury 2 day 'Taste of Work' Experience \(Year 9\) \(1-2 July 2026\) – Fill in form](#) alternatively scan the QR code overleaf, no later than 3rd April 2026. Please also report any changes to your child's medical conditions if they have any. **If you do not complete 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 C Seager
Head of School

Miss K Shahmiri
Deputy 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/skirts and a white shirt.

Can they work in a pub?

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

Does the placement need to be with a family member?

No, placements can also be with close family friends or relatives if 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 and take part in other Careers based activities.

**Dame Elizabeth Cadbury 2 day
'Taste of Work' Experience (Year 9)
(1-2 July 2026)**





Dear Employer

Dame Elizabeth Cadbury School – Year 9 two-day work experience on 1st- 2nd July 2026

Firstly, thank you for offering a work experience placement to one of our students for the duration of 1st – 2nd July 2026. 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 daytime (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 year9workexp@decschool.co.uk by no later than **29th May 2026**. 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 it into school.

If any concerns (including safeguarding) arise during the placement, please contact Miss A. Morris or Miss 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, 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 if 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 C Seager
Headteacher

Miss K Shahmiri
Deputy Headteacher