

Summary of the WEX programme procedure and deadlines 2026 - 2027

	Actions	Deadline
Student to log into Careers East Sussex (CES)	<ol style="list-style-type: none"> The careers department will email all Year 10 students from the email s.bray@gildredgehouse.org.uk Do not delete this email from your inbox and keep all your login and passwords safe as you will be using CES to make your Post-16 applications 	From June 2026
Student to find a placement over the summer holidays	<ol style="list-style-type: none"> Using the handbooks on the website, please begin to look for a placement. Key places to start are: <ul style="list-style-type: none"> Family, friends and neighbours Eastbourne Chamber of Commerce. Look at the member's page Google e.g. IT repairs, Eastbourne Walking through the town centre Cold calling hotels, restaurants and cafes Visiting charity shops Emailing local nurseries and schools Approaching local leisure centres, extracurricular activities/clubs Consider local entertainment e.g. cinema/theatre 	From now to Friday 30 October 2026
Preparing for WEX sessions drop down day for all year 10 students	<ol style="list-style-type: none"> A full day of preparing for work experience Students can email the careers department and get support from the Work Experience Coordinator during Personal Development lessons or during breaks or after school 	Date TBC From September on-going
Support for PP students	<ol style="list-style-type: none"> PP students who have not managed to find a placement will receive additional support from the careers department 	From Monday 2 nd November 2026
I've found a placement, what next?	<ol style="list-style-type: none"> Complete the Gildredge House Work Experience Form: <i>(At present we are running the two systems alongside one another to ensure a smooth transition).</i> 	From now until Friday 30 th October 2026
I've completed the WEX form, what next?	<ol style="list-style-type: none"> Student to log into Careers East Sussex Here. Student to update their profile to a personal email address and reset their password as per guidance in the attached handbook. Student to add parent/carer's email address to profile. <i>(Student and parent/carer keep this information safe as it will be used again when applying for Post-16 institutions).</i> 	From June 2026 until Friday 30 th October 2026

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Paying for the health and safety checks	<ol style="list-style-type: none"> 1. If placement is within East Sussex, pay the health and safety fee of £18.00 on ParentPay ParentPay (Pupil Premium families, do not need to pay). 2. <u>If placement is outside East Sussex, Brighton and Hove, contact Sara Bray for a quote on the cost, which may vary from one local authority to the next.</u> A quote will be requested via ESCC WEX team, and this will be forwarded along to the parent/carer for their consideration. 	From Monday 2 nd November 2026 Monday 3rd November <i>(any later and it may not be possible to deliver the pre-placement check on time)</i>
What does the school do and when?	<ol style="list-style-type: none"> 1. Confirm your child's placement with the employer 2. If the placement is outside of East Sussex, Brighton and Hove, go back to the parent/carer with a costing for the health and safety check 3. Careers department to administer CES via the School Portal 4. Careers Department support PP students if they haven't found a placement 5. Careers Department support students to secure their placements 	All placements confirmed by the school by Wednesday 11th January 2027
Employers receive a visit from ESCC	<ol style="list-style-type: none"> 1. ESCC will begin to inspect all placements and upload the Employers Liability Insurance (ELI) onto CES via the employer portal 	From Monday 2nd November 2026
ESCC approve placement	<ol style="list-style-type: none"> 1. ESCC will approve the ELI / upload the health and safety paperwork onto the administration portal 	From Monday 2nd November 2026
Parents / Carers sign three agreements	<ol style="list-style-type: none"> 1. Parent/carer will receive an email from CES requiring a signature on three agreements: Parent/Carer Agreement Form, Safeguarding Form, and Emergency Contact Form. <i>(These can be done online, via phone, tablet or computer. Parents/carers will not need to log into CES to complete this process and no printer is needed).</i> 	From Monday 2nd November 2026
Students sign their student agreement	<ol style="list-style-type: none"> 1. Students will be emailed by CES and will be invited to sign their student agreement online, via a phone or other device. No placement can be authorised by Mrs Jenkins unless these agreements have been signed. They will come to your email addresses entered onto CES 	From Monday 2nd November 2026
Placement secure and agreed	<ol style="list-style-type: none"> 1. Process complete. Student and parent/carer will be contacted if there are any issues throughout this time 	From Monday 2 nd November 2026 - Friday 26th February 2027
GH work with student to prepare for the placement	<ol style="list-style-type: none"> 1. Students will receive instructions for preparing for work experience during Personal Development lessons 2. Students will also receive important information regarding their health and safety 	From now to March 2027 February 2027

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	<p>and any special safety equipment they may need</p> <p>3. Students will receive important safeguarding information and will be given school contact information in case of an emergency</p>	
Student to make contact with employer	<p>1. Student will be expected to contact their employer to confirm the following:</p> <ul style="list-style-type: none"> • Start times/lunch times/finish times • Who they should report to • Any policies they should be aware of before their start • Dress policy and mobile phone policy • In some cases, students will be expected to engage in a pre-placement induction session, and this will be at the employer's discretion 	February 2027
Parent/Carer and student ensure readiness for work experience week	<p>1. Student should confirm their transport and their route and do a practice journey if necessary</p> <p>2. Agree with parent/carer how they will be getting to and from work</p> <p>3. Confirm clothing or any health and safety equipment needed during the placement</p> <p>4. Agree an emergency contact for the week</p> <p>5. Address any other concerns surrounding the week and contact Mrs Bray for support, if necessary</p>	February 2027