

Year 10 work experience

1-5 March 2027

Programme Guide 2026-2027



Work Experience

Programme Guide 2026-2027



Gildredge House

An Ofsted
GOOD
School



Work Experience Programme: 1st March - 5th March 2026

Why is the Work Experience Programme so important?

The careers strategy is part of the government's plan to make Britain fairer, improve social mobility and offer opportunity to everyone. It will become statutory that students have to engage with meaningful contact with employers and it is recommended that this should happen at least seven times while students are at secondary school. Please follow the link below for further information. [Work Experience Government Legislation](#) Or read the guide for parents [Modern Work Experience Guide - Youth Fed](#)

What can the Work Experience Programme offer my son / daughter?

The Work Experience Programme helps to:

- build the all-important 'soft skills';
- improve communication skills;
- increase confidence;
- learn new skills; and
- provide a networking link.

What does this mean for my son / daughter's future?

The Work Experience Programme helps by:

- enhancing a young person's CV;
- giving a young person direction in deciding what they do, and don't, want to do;
- prompting young people to think about how and when to travel to work, and about the timings involved;
- potentially securing part-time employment; and
- potentially securing an apprenticeship opportunity.

Research suggests that students who have completed work experience have a better chance of gaining a job. Please read the full guide on how to apply for work experience and visit

[The National Careers Service](#) for further advice and guidance as well as:

[Parents Guide To Work Experience](#)

Work Experience: Impact and Delivery - Insights from the Evidence

There is a lot of evidence and research that has found that students are not only more employable having engaged in work experience, they are also more likely to gain offer offers from universities. Encouraging your child to engage in work experience or offering a placement to a student will go a long way to kick start a young persons outcomes.

Watch this short video which discusses the key insights from the report, published by the *Education and Employers Taskforce*.

[Work Experience: Impact and Delivery - Insights from the Evidence - Education and Employers](#)

If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on: s.bray@gildredgehouse.org.uk

The process for selecting options

After the Work Experience launch, parents will be emailed a link to a Google Form, which will take them through a number of options. Students should explore all the options and discuss them

with their parents. Only one response per student will be allowed, and students will not be able to change their minds once the form is submitted. There will be the opportunity to include a second parent email address to keep both parents informed about communication and selections. Completing the necessary Health and Safety checks can take a long time, therefore all option forms must be completed and submitted **no later Monday 2 November 2026**.

Students will one of have three options:

<p>Option 1</p>	<p>Students find their own placement and use the East Sussex County Council (ESCC) Work Experience Team to conduct pre-placement checks. The cost of each placement check is £20.00 and is made by purchasing the offer on ParentPay Here by Monday 2 November 2026. The online form Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form must be completed by Monday Friday 30 October 2026</p>
<p>Option 2</p>	<p>Students who are registered as pupil premium who have found their own placement and require ESCC to complete the pre-placement checks will have this fee subsidised. Please complete online form Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form must be completed by must be completed by Monday Friday 30 October 2026 If your son / daughter is registered as Pupil Premium and has not managed to find a placement, please select option 3 below.</p>
<p>Option 3</p>	<p>Students who are registered as pupil premium who are unable to find their own placement will be able to receive guided support from the Careers Department and will have their pre-placement checking fee subsidised. Please note that by selecting that you are in receipt of Pupil Premium, there is no guarantee that a suitable placement can be found. The careers department will support your child during their Personal Development lessons, during break times or after school on request to find a suitable placement. The online form Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form must be completed by Monday Friday 30 October 2026. Please select that you are in receipt of Pupil Premium and email s.bray@gildredgehouse.org.uk to ask for a time to get support.</p>



Work Experience Form QR Code

To be completed by all parents/carers

Finding your own placement and conducting pre-placement checks through East Sussex County Council Work Experience Team

Gildredge House students are expected to find their own work experience placements. There are no available placements on Careers East Sussex for the work experience programme. Students who are in receipt of Pupil Premium will have their East Sussex placement health and safety checks subsidised and support will be given to these students to help them to find a placement. There are limited placements available for these students. Out of area placements will be more expensive unless ESCC has a reciprocal payment agreement. If your placement is outside of East Sussex Brighton and Hove, please contact Mrs Bray for a quote. Once you have paid the amount

on Parent Pay then ESCC work experience team will be instructed to conduct the health and safety checks by the businesses Local Authority.

The benefit of finding an own placement encourages students to take their first steps into the employment market to look for potential work. The learning outcomes of the Year 10 work experience week are to become more confident and more independent and to develop communication skills whilst gaining an experience of the workplace. This experience is NOT designed to match a young person's career aspirations, but rather to develop soft skills and in some cases to generate potential part-time work for the coming years. Students must start somewhere, and below are points to consider:

Students should think about what they would like to do. What are their favourite subjects? Ask parents/carers for help in making a list of related occupations.

- **English:** Consider a work experience placement relating to newspapers, libraries, press offices, teaching, solicitor, advertising agencies, TV, film, radio or the local tourist information office. What about the publicity and marketing departments?
- **Mathematics:** Consider a work experience placement relating to banking, accountancy, finance, engineering or retail. Think about a shop or business which has a finance department.
- **Humanities:** Consider a work experience placement relating to environmental services, development organisations, charities/charity shops, libraries, museums, an art gallery or politics.
- **Music, Art and or Drama:** Think about local art galleries, the local authority and local concert venues. Consider smaller performance venues. Talk to your subject teachers to see if they have any contacts or suggestions.
- **Science:** Placements are limited in Eastbourne, but you can think about a local pharmacy or chemist such as Boots, or how about writing to Herstmonceux Observatory or even looking towards Brighton for placements with a pharmaceutical company or at a university?
- **IT:** Do you know anyone or shops / small companies who build or repair computers or install television equipment? Use the Eastbourne Chamber of Commerce to look for companies offering IT support
- **DT:** If you are 'hands-on', how about a local engineering company? What about working in a local hairdressers or beauty salon?
- **Sport:** Local leisure/sporting centres, Water sports centres, various sporting clubs.
- **Hospitality:** Local cafes, restaurants and hotels are some of the best places to start
- **Health and social care/ Teaching:** Nursing homes, care homes, child nurseries, primary and secondary schools
- **Construction:** This can be a tricky sector because of the health and safety restrictions, but still not impossible. Remember that sole traders do not have Employers Liability Insurance (ELI) and students must have this to go out on a placement. Many local plumbers, electricians and builders have great websites and be found through google

How to find a placement

Family members are often a good source for finding a work experience placement. What do your parents or grandparents do for a living? How about your brothers and sisters, or your aunts and uncles? Do you already know of a business where you may like to work, for example, a shop that you like, or an organisation you pass on the way to school? Make use of search engines such as Google and search for businesses in 'Eastbourne'. You can visit The Eastbourne Chamber of Commerce [here](#) and search the member section for specific employers. There are over 600 employers on the database. Not sure of companies to approach? Research the [National Careers Service](#) website which provides information, advice and guidance to help you make decisions on work. Take a look at job profiles and then match them to businesses in Eastbourne.

Cost for pre-placement health and safety checks through Careers East Sussex

For pre-placement checks in East Sussex, including Brighton and Hove, the cost is £20.00 per student. Placements check for London and other counties may not be possible to conduct as not

every Local Authority are able to conduct pre-placement checks outside of East Sussex, so please check for availability and price with the Careers Department in this instance. An out-of-area fee can cost up to £80.00 and is dependent on the individual Local Authority checks. These out-of-area placements are subject to their own costing scheme and students should discuss their placement with Mrs Bray, Careers Co-ordinator, so that an individual payment option can be set up on ParentPay [Here](#). **Payment for using ESCC to conduct pre-placement checks should be made via your son / daughter's ParentPay account no later than Monday 2 November 2026.**

Adding your placement onto Careers East Sussex

Students should add their placement details onto Careers East Sussex [Login](#) here (see instructions in this handbook). Students Username and Passwords will have been emailed to their Outlook email box on their School OneDrive. **must be completed by Monday Friday 30 October 2026**

Deadline



Please click [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#) to complete the Work Experience Choices Form, and submit the form **no later than Friday 30 October 2026**. There are no extensions to this deadline. Once the form has been completed, the pre-placement checking process will begin which can take time to complete because we have over 150 students in the year group.

Please ensure all the employer's details are entered correctly, especially the email address as this is how we will secure the pre-placement checks as well as liaise with employers. Gildredge House is a paper free school, and all correspondence is administered via email or via forms and CES. Please ensure email addresses are doubled checked when entered. Before completing the form, please ensure that you have completed the following in full:

- The name of the company in which your son/daughter will be working (including branch details)
- The name, **email address** and telephone number of the person with whom the placement has been arranged
- The department in which the placement will be taking place
- The name, email address and telephone number of the person who will be supervising the placement during the week.

If full names, complete and correct email addresses, and telephones are not given on the form, it will not be eligible. Your son / daughter will be contacted at their employment in person or via Teams.

Once students have submitted their form [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#) the pre-placement fee can be paid on ParentPay [Here](#) **by no later than Monday 2 November 2026**. The fee is non-refundable, even if your circumstances change. In November the school will cross-reference those students who have registered for a placement against ParentPay payments received to ensure that there are no outstanding payments.

Please remember to contact Mrs Bray for a quote for the health and safety check if your child's placement is outside of East Sussex, Brighton and Hove.

If you are able to offer a student a work experience placement, or if you know of an employer who may be able to offer a placement, please contact Mrs Sara Bray via email on s.bray@gildredgehouse.org.uk or telephone 01323 400650 ext. 2037.

As a parent, can I by-pass the health and safety checks?

You may decide to take your child to your workplace and may want to take personal responsibility for the health and safety of your own child. In this case, please note the following important information as outlined by East Sussex County Council Work Experience Team:

“ The Association of British Insurers, have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified. **Therefore all placement providers must have Employers’ Liability Insurance.**”

“Although employers who are close relatives of the student (biological mother, biological father) are considered exempt from this, **it is still recommended that placements do not take place with ANY employer who does not have employer’s liability insurance.** (This recommendation is made with the intention of maintaining the safety and wellbeing of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).”

“The school have a duty of care towards students on work experience and therefore all placements will require a pre-placement HS check”.

To summarise

All employers, be they parents or carers to the student, must provide ESCC or the School with a copy of their employers liability insurance certificate if they are taking their child for work experience to their place of employment and please see page18 of this document for further guidance.

What if my child has SEND, is a looked after child, or is a vulnerable child?

The work experience programme is inclusive and meets the needs of all our students, regardless of their academic abilities and capabilities. If your young person is a child in care or has SEND needs, is or is considered vulnerable, they will be given extra support to ensure that their placement is meaningful and keeps them safe. If you are unsure, please email Mrs Sara Bray Work experience Coordinator on s.bray@gildredgehouse.org.uk

On the work experience agreement forms issued by Careers East Sussex, please indicate your concerns **as the School is unable to share any personal information with an employer about any young person.** If you are unsure, please contact Mrs Sara Bray s.bray@gildredgehouse.org.uk to discuss this in more detail. The Careers Department also works closely with our Head of Inclusion to ensure that students needs are met. If you would like to discuss this with the SEND department, please email Secondary Send on secondarysend@gildredgehouse.org.uk

My son / daughter is registered as pupil premium and has found a placement independently

If your son/daughter is registered as pupil premium and they have found a placement independently, they can have their health and safety and pre-placement checks subsidised by the pupil premium budget and parents and carers will not have to incur a charge for this service. In this case, the deadline for completing the form is **Monday Friday 30 October 2026**.

Please note that your young person is in receipt of Pupil Premium on the booking form [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#) and you must and if your child has found a placement, please indicate the employer details in full. The School will exempt all Pupil Premium students from the payment of health and safety checks

Form and Parent Pay Booking Deadline

The online form [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#) must be completed by **Monday Friday 30 October 2026**

If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on sarabray@gildredgehouse.org.uk



Work Experience Form QR Code

For all parents and carers to complete

My son / daughter is registered as pupil premium and has been unable to secure a placement independently.

If your son/daughter is registered as pupil premium and they have been unsuccessful in finding a placement, they will be able to receive additional support from the careers department. Please note that as there are 150 students also seeking work experience at the same time, placements are limited. This means that if a parent has any suggestions or contacts, the careers department can follow these up on your child's behalf.

If you can support your child to find a placement, then this will be the most beneficial option. In the case of being unsuccessful in securing a placement for your child, the deadline to tell us this is **Friday 30 October 2026**. Please click the [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#) and email s.bray@gildredgehouse.org.uk to ask for an appointment.

Your child will be invited to attend an appointment in the careers library to find a placement.

Form Booking Deadline

The online form [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#) must be completed by **Monday Friday 30 October 2026** Please select Option 3 on the form.

If parents would like to support the Work Experience Programme by offering a placement in their own workplace, please contact Mrs Bray via email on s.brave@gildredgehouse.org.uk



Work Experience Form QR Code
For all parents and carers to complete

What if my child is refusing to take up the opportunity of going out on work experience?

Gildredge House has traditionally had a full uptake for work experience, and we want to support every child to gain this valuable experience for the week. Students with SEND as well as other personal challenges that discourage them from wanting to engage in work experience are encouraged to take part in the programme.

It is recommended that you help your child to find a work experience placement in a sector that you believe they will enjoy. The Careers Department will try to support where possible, so if you are concerned, please contact Mrs Sara Bray s.bray@gildredgehouse.org.uk and ask for support.

In the unlikely event that it is not possible to find a suitable placement, opportunities can be found within School. The preferred option is to encourage your child to follow the steps outlined in the handbook and to look for a placement with your trusted support and to follow up on the guided lessons at school, which teach students how to draft letters, emails and approach employers.

If you and your son / daughter have been unsuccessful in finding a work experience placement by the end of November, please contact Mrs Sara Bray s.bray@gildredgehouse.org.uk to discuss this and a plan will be put into place to support your son /daughter. If this still fails to be successful, then your son/daughter will remain at school for the full week.

The Work Experience Programme is statutory and Gildredge House strongly advises students to participate and will support all students to engage in the Work Experience Programme. If they are struggling because of anxiety, fear of the unknown, or because of SEND or other barriers, the school want to help and support. Please talk to your child's tutor in the first instance, or contact Head of Inclusion for advice on how best to support your child. The Careers Department work closely with the SEND support staff to ensure that all students are able to access the work experience programme.

Research suggests that students who have completed work experience have a better chance of finding employment. [Work experience and vocational/technical provision for young people on SEN support](#) Please read the full guide on how to apply for work experience and visit [How to get work experience | National Careers Service](#) for further advice and guidance as well as the Parents Guide To Work Experience which can be found on our website.

Work Experience: Impact and Delivery - Insights from the Evidence

There is a lot of evidence and research that has found that students are not only more employable having engaged in work experience, but they are also more likely to gain offer offers from universities. Encouraging your child to engage in work experience or offering a placement to a student will go a long way to kick start a young persons outcomes.

Watch this short video which discusses the key insights from the report, published by the ***Education and Employers Taskforce***.

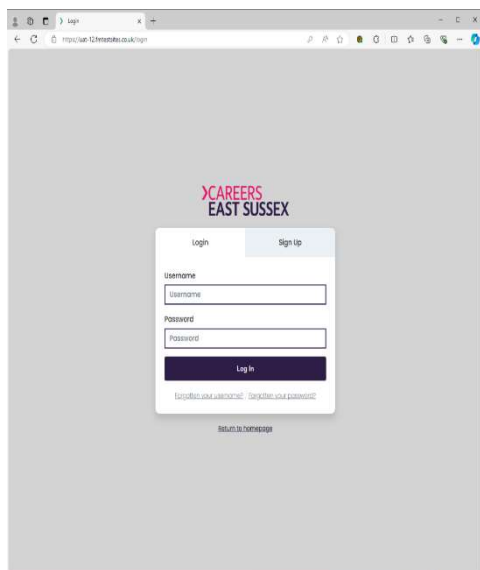
[Work Experience: Impact and Delivery - Insights from the Evidence - Education and Employers](#)

Adding My Placement onto Careers East Sussex

Please consult the Work Experience Learners Guide- Adding your own placement onto Careers East Sussex

All login details will be emailed to students through Outlook and not through Edulink. Search your Inbox for an email sent from s.bray@gildredgehouse.org.uk

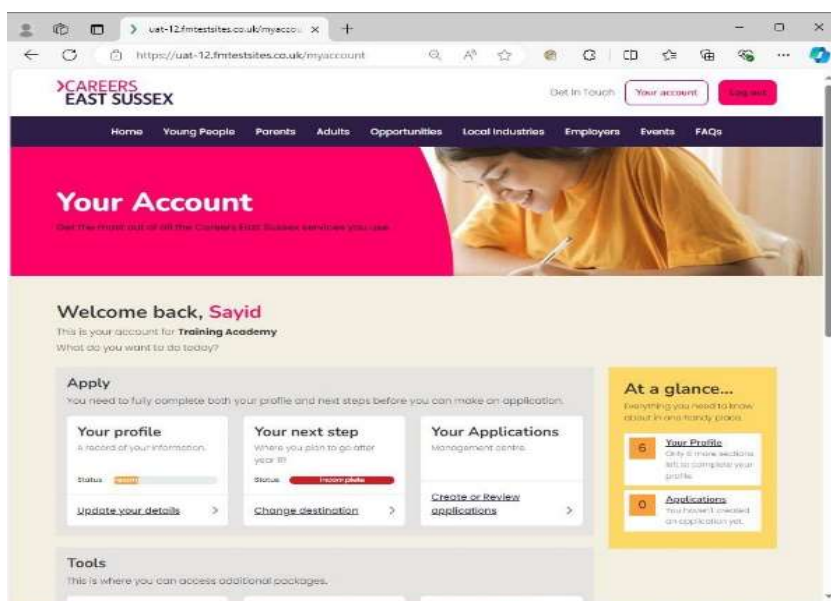
Use the login details outlined within this email to login to your account. If you are a new joiner, please email your tutor and the Work Experience Coordinator Mrs Sara Bray s.bray@gildredgehouse.org.uk and a new account will be made on your behalf. You can then be given your login details. Please keep them safe and share them in a safe place in case you forget or lose your UserName.



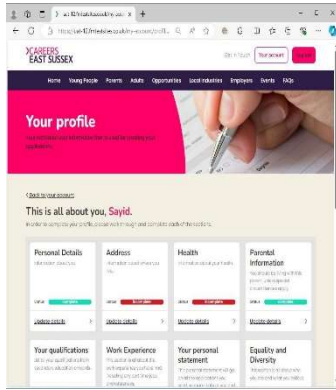
Firstly, Log into your account with your username and password.

If you can't remember your details , either use the **Forgotten your username?** or **Forgotten your password?** Links to retrieve this. If you've never received details please contact your school to create your account and give them to you.

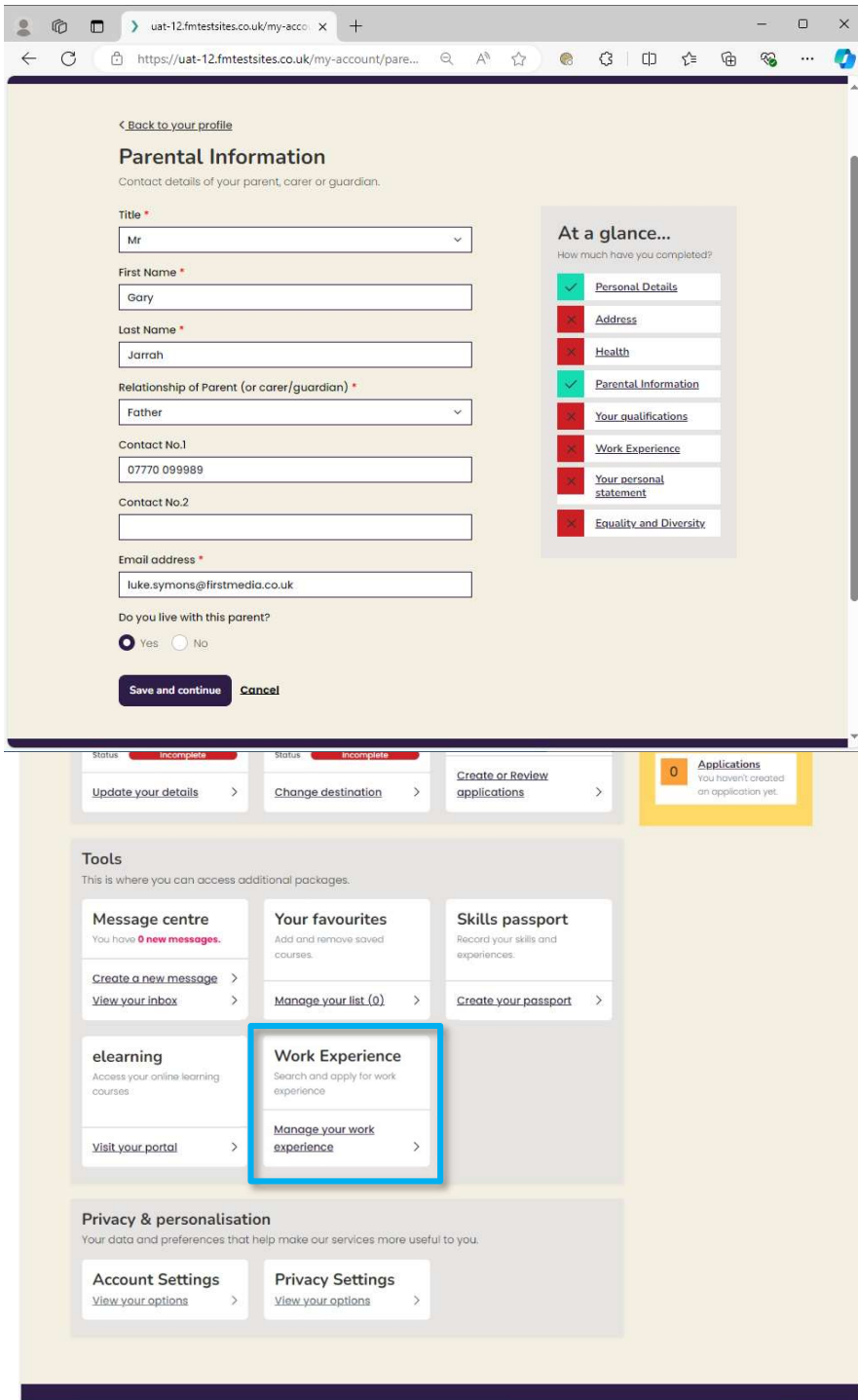
Before we start selecting our work experience, first we need to add our parental details to your profile.
DO NOT MISS THIS STEP as this will be needed later down the line when your parent/carer needs to do their bit.



Click **Update your details.**

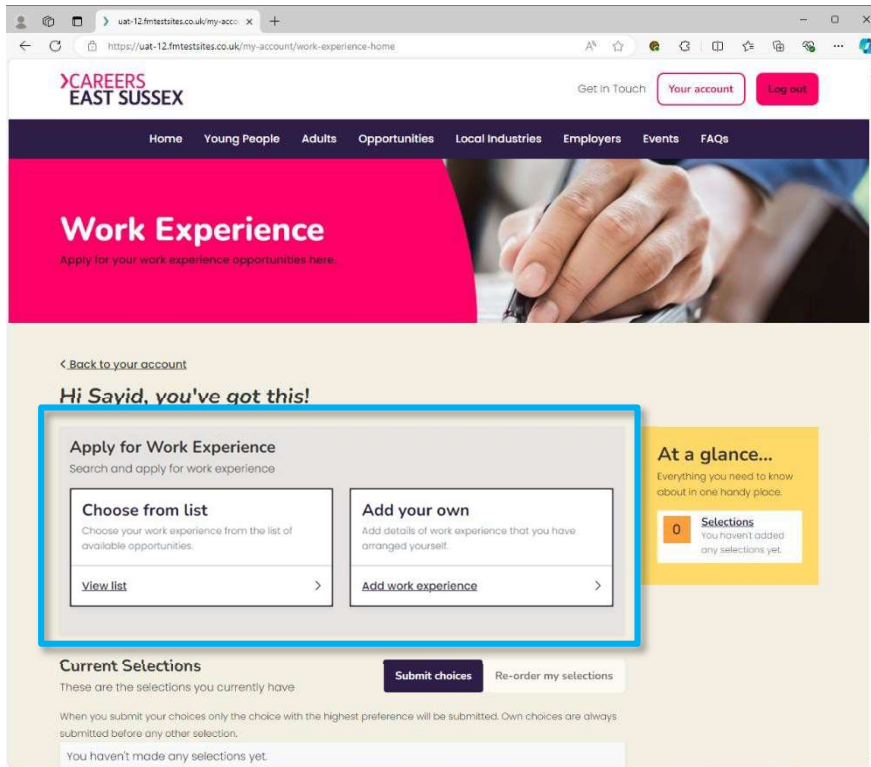


Now click **Update Details** in the Parental Information section.

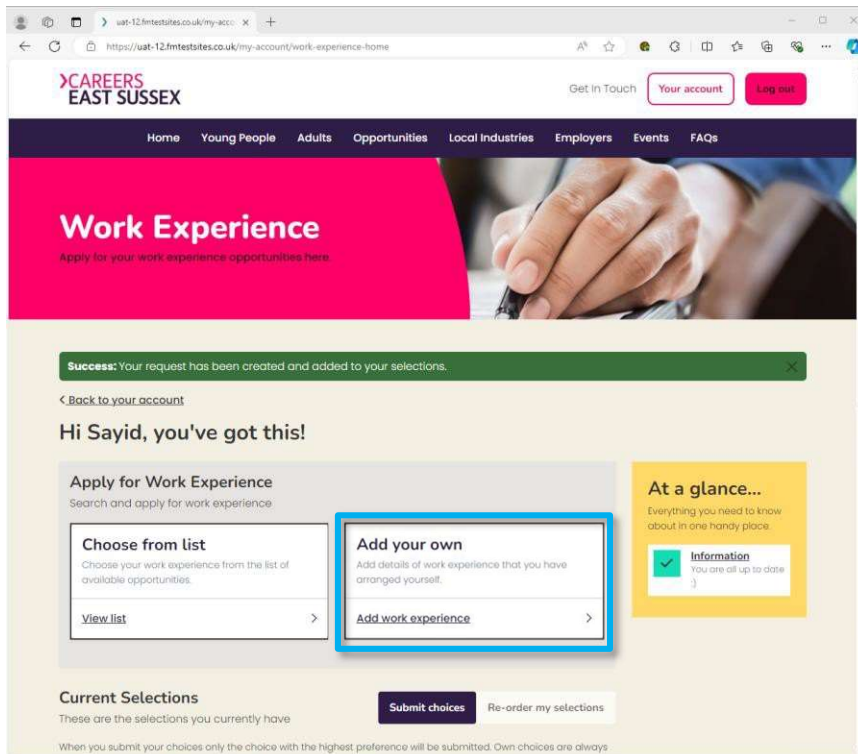


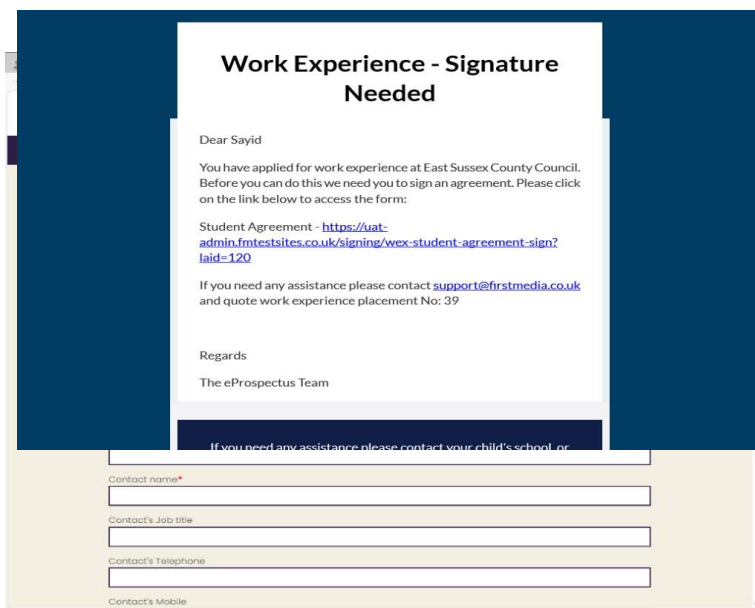
Click **Manage your work experience**.

Note: if you do not have this then contact your school to make the appropriate changes.
Click **Manage your work experience**.

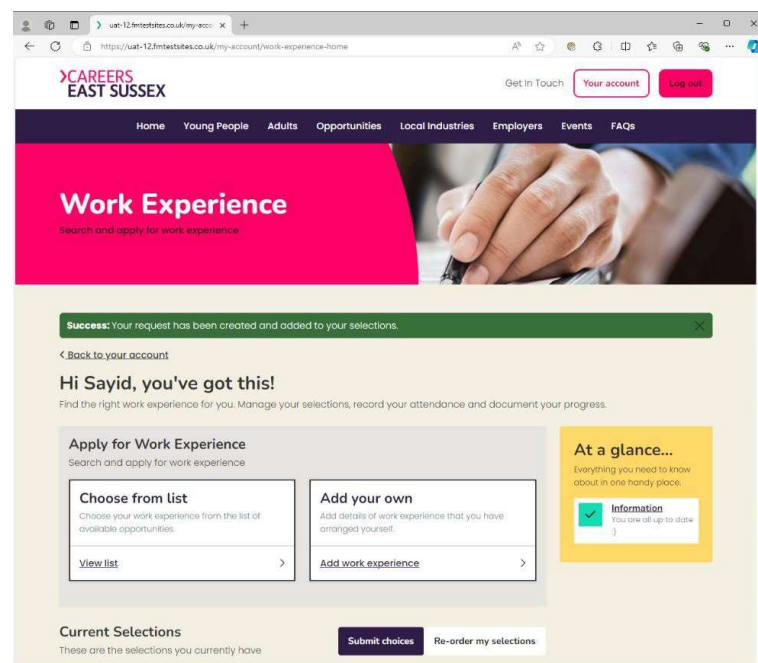


This shows the way to add your own placement. Use this option when you have managed to find work experience yourself and need to add the details of this to your account.





Once you have filled in all the appropriate fields and you are happy with the content inside them. Click **Save and continue.**



You will then be taken back to the Work Experience page and will find a green “success” banner towards the top and the item will be in your list.

Once you have submitted your selection/s, you will now need to wait until your school and the work experience coordinators have approved your selection and completed the necessary documentation.

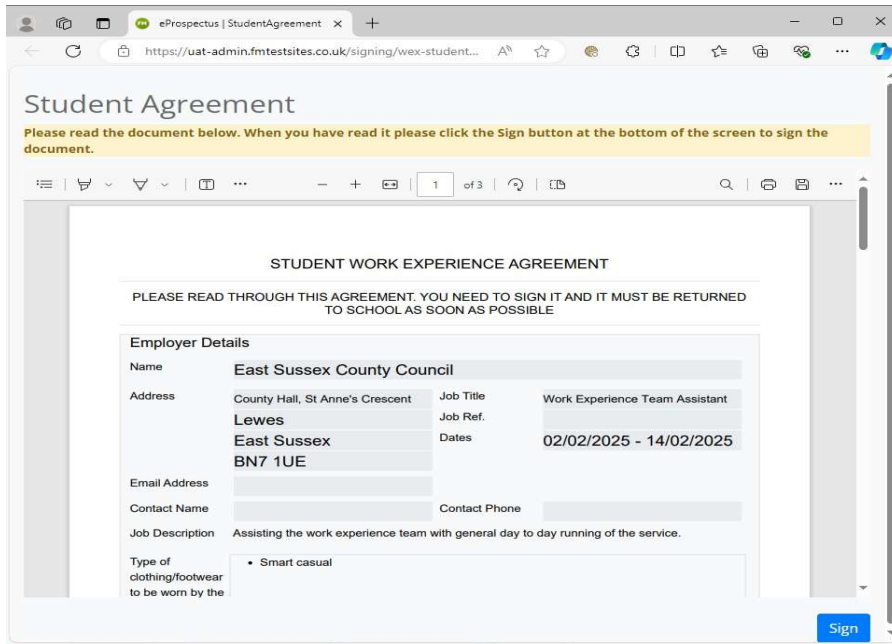
Once this has been done, you and your parent/carers will be sent an agreement to sign to complete the process. This will be emailed to your personal email address

Signing Your Agreement

When your work experience has been approved and the documentation has been completed, your school will send you an email similar to this. This email will contain a link to an agreement form for you to sign.

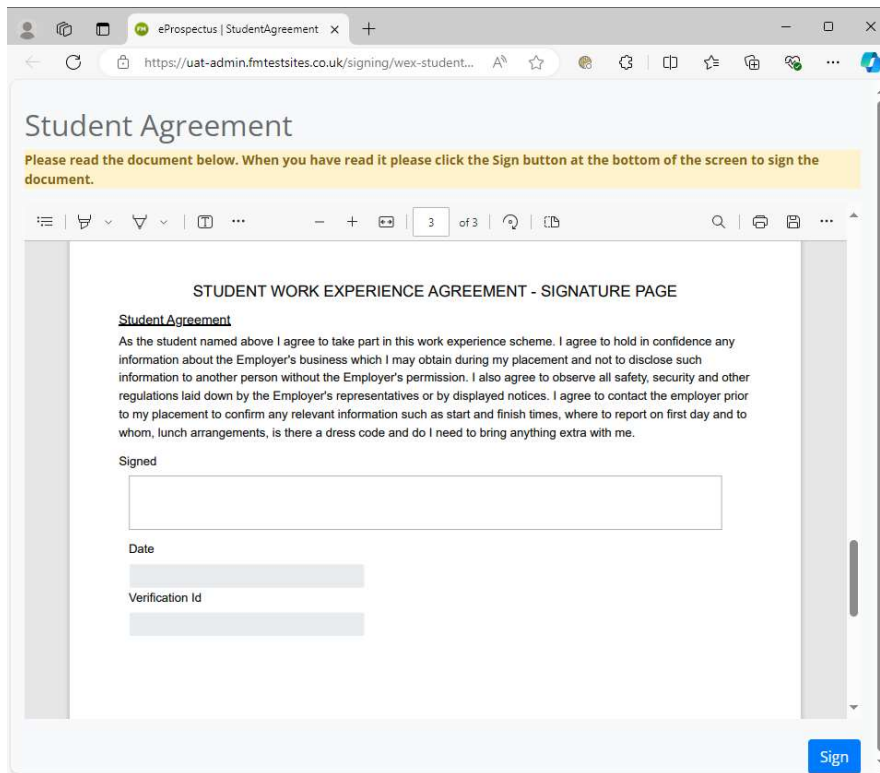
Click the link in your email.

Alternatively, you can sign it in the documents section of the work experience tool in your account on the website.



The link should open up a browser window with the form attached.

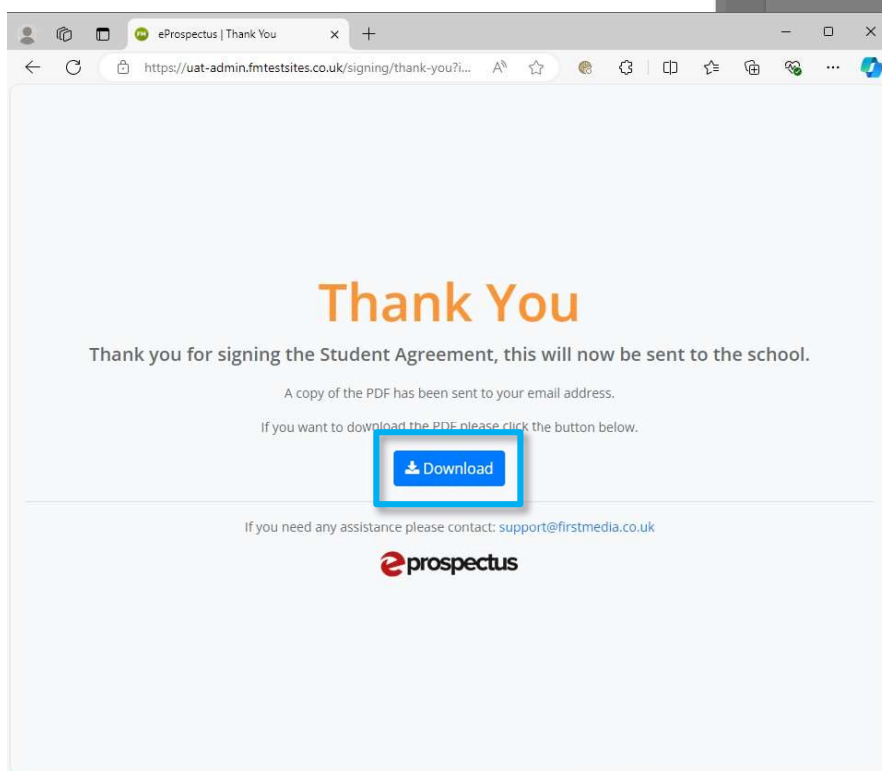
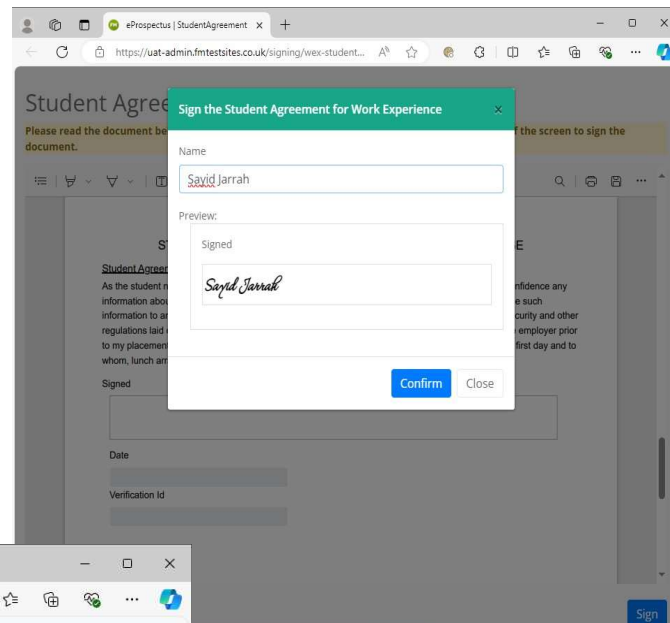
Please read through the form checking all information is correct and you are happy with what you are signing.



Once you have read through the agreement, scroll to the bottom to find where you need to sign. Then click the blue **Sign** button at the bottom right of your page.

Type in your name in the top box and you will see an e-signature be created for you below.

Once you are done click **Confirm**.



You will then be taken to this screen where you have now completed signing your agreement for the work experience you have applied for.

The completed agreement will be automatically emailed to you.

However, you can download it now by clicking the **Download** button too.

Work Experience Checklist

For Students & Parents (Family-Linked Placements)

This checklist should be used if you are arranging a work experience placement with a parent, carer, or family contact.

Before You Submit Your Placement

✓ Is the placement suitable?

- The placement is with a legitimate business or organisation
- It is not a sole trader (single-person business)
- The industry is safe and appropriate for a student

✓ Does the employer meet requirements?

- The employer has **Employer's Liability Insurance**
- They are willing to complete all required paperwork
- They agree to a **health & safety check** (if required) via ESCC

✓ Will the experience be meaningful?

- A **schedule or plan** of activities is in place
 - The student will complete **real tasks**, not just observe
 - The student will interact with **other staff members**
- Work experience must provide real learning opportunities, not informal shadowing

✓ Approval process

- Placement details submitted by the deadline
 - All forms completed (student, parent, employer)
 - Placement approved through the ESCC system
- Placements cannot go ahead until all documentation is completed and approved

Important to Know

- Family-linked placements are treated as **“own-find” placements**
- They are **not automatically approved**
- All placements must meet **East Sussex County Council requirements**

Your Placement May Be Declined If:

- It does not meet health & safety requirements
- It is a sole trader or informal setup
- It lacks a structured programme of work
- It raises safeguarding concerns
- Paperwork is incomplete or late

Advice for Students

What is Work Experience and why should I do it?

A work experience placement is your opportunity to spend time outside the classroom, learning about a particular job or area of work. You will experience what an occupation involves and adapt to routines within a workplace.

The aims of the Year 10 Work Experience Programme are to gain an overall experience of the workplace and develop vital skills such as self-confidence, communication, independence and a variety of other skills. You will be able to assess your strengths and your weaknesses and will have an opportunity to learn and grow from them. You will have an opportunity to build a CV and gain valuable references. In the future, the Year 12 Work Experience Programme will be an opportunity to start matching an employer to your career aspirations.

What types of Work Experience can I do?

Whatever it is that gets you out of bed on Saturday mornings - this could be the very thing that you would love to do for your work experience placement. Finding the best work experience place is all about reaching out to employers early. If you are unsure about what type of work you would like to apply for, please visit the Careers Advice Centre and make an appointment to see Mrs Bray during your Personal Development lesson or pop into the careers library during breaks, or after school.

The six degrees of separation theory states that everyone is only six contacts away from another person, by way of introduction. This means that if you speak to six people about your work experience ideas, one of them may be able to provide you with an opportunity.

Tips on securing a Work Experience Placement

1. Make a list of at least ten companies / businesses - the more the better.
2. Draft your letter, proof read it and hand deliver or post it.
3. Call or visit and ask, for example, "Hello, I'm enquiring about the possibility of organising a work experience placement from Monday 3-8 March 2025". The employer will tell you what to do next.
4. Competition for work experience placements can be really tough, so you will need to make the right impression when asking for it.
5. Sometimes asking for two placements (one for you and a friend) may put an employer off. If an employer is willing to take you in pairs, then that may work too!
6. Be proactive and remember that placements will not be coming to you. You have to communicate to your friends and family and follow up your leads and contacts - sometimes even two or three times.
7. Be organised: Get yourself a folder or a file and keep everything in one place.
8. Make detailed notes of your conversations and remember to take a note of the name(s) of people you spoke to.
9. Date all your correspondence and your telephone calls.
10. Make a 'To Do' list.
11. Make your calls in the morning and remember to follow up any return calls. For example, if you are asked to call back in one hour, then remember to do so and, if you are out, make time to make the call.

Writing a Covering Letter

Why do you need a covering letter when applying for a work experience placement?

The covering letter is part of the process of asking for a work experience placement. Your covering letter demonstrates your writing style.

How long should your covering letter be?

The key is that the covering letter should never be longer than one page. Find a quiet place to write your letter. Research has shown that:

- 19% of employers preferred a full page covering letter;
- 46% preferred half a page covering letter;
- 11% had no preference; and
- 24% felt the shorter the covering letter, the better!

Who should you address your covering letter to?

Try to find out the name of the right person to write to, for example, Mrs Mary Christmas or Mr Joe Bloggs and add their job title, for example, Finance Director or Office Manager.

Research has found that those students who sent a covering letter and envelope addressed to the correct named person were 15% more likely to receive a letter of acknowledgement and 5% more likely to gain a placement. Address your letter as follows:

Dear Name / Job Title; or Dear Sir/Madam; or To whom it may concern

Describe a few of your competencies

As you are very new to the world of work, you might want to consider adding some truthful statements. For example:

- I am determined to get the most from my work placement;
- I am enthusiastic and I am looking forward to experiencing the workplace;
- I am willing to learn new tasks;
- I am sensible and I am able to work on my own initiative; or
- I am looking forward to exploring the career prospects of law / medicine / leisure / catering.

Ask your parents if they can suggest anything you could add here.

When writing a covering letter or a covering email:

- ensure that you have spelt contact names and the company name / address correctly;
- include a subject heading or a subject line;
- introduce yourself;
- remember to include the date;
- make sure you include the placement dates: **Monday 3rd March - Friday 7th March 2025**
- outline the type of placement you are looking for and why you are interested in that field of work, for example, "I would like to explore a career in dentistry, but I am flexible and willing to explore other healthcare professions";
- never use a long word where a short one will do;
- never use jargon if you can think of an everyday equivalent;
- ensure that you have included your contact details, including an email address, so that the employer can contact you;
- sign off your letter properly: use '*Yours sincerely*' if you know the person you are writing to and '*Yours faithfully*' if you do not know the person's name;
- finish your letter with a clear signature; and
- hand deliver your letter if you are able to.

When writing a covering letter or a covering email, remember:

- that presentation is very important;
- to double-check your spellings; and
- to ask someone to proofread it before you send it.

Things to consider when writing and sending an email:

- emails are a less formal, but a much quicker way to communicate with potential employers;
- many companies communicate via email, so it is considered acceptable to contact them in this way, although a letter is considered to be the best way to make a good impression.

Keep a record of which employers you have written to, including the following:

- ✓ Name of business: e.g. Headmasters Hairdressers
- ✓ Email / letter sent: e.g. joebloggs@headmasters.co.uk
- ✓ Date of communication: e.g. 10.08.24
- ✓ Name of contact: e.g. Mary Christmas
- ✓ Job Title of contact: e.g. Head of Human Resources

When writing a covering letter or an email:

- ensure that you have spelt contact names and the company name correctly;
- remember to date your letter or email;
- give your letter a subject heading in the description box of the email;
- make sure you include the placement dates: **Monday 3rd March - Friday 7th March 2025**
- introduce yourself;
- outline the type of placement you are looking for and why you are interested in that field of work. For example, “I would like to explore a career in nursing, but I am flexible and willing to explore other healthcare professions”;
- ensure that you have included your contact details, including an email address, so that the employer can contact you;
- sign off your letter clearly. Use ‘*Yours Sincerely*’ if you know the person you are writing to and ‘*Yours Faithfully*’ if you don’t know the person’s name;
- finish your letter with a clear signature;
- hand deliver your letter if you are able to.

When writing a letter don’t forget:

- presentation is very important;
- double check your spellings;
- check words that don’t show up on spell check;
- check names and addresses are correct;
- ask someone to proofread your letter before you send it.

Things to consider when writing and sending an email:

- emails are a less formal but are a much quicker way to communicate with potential employers;
- many companies communicate via email, so it is considered acceptable to contact them in this way, although a letter is considered to be the best way to make a great impression;
- emails are considered important documents and can be used in a court of law.

Don’t be embarrassed to follow up your letter or email with a phone call. Have a pen and piece of paper handy when you telephone so that you can take notes about the conversation.

Template Letter

Your name
Home address 1
Home address 2
Postcode

Contact name (HR Manager, Recruitment Manager or Manager)
Company Address line 1
Company Address line 2
Postcode

Date

Dear Mr/Mrs/Miss.....or Sir/Madam

My name is **[insert your name]**. I am a student from **[school name]**. I will be completing my work experience from **[start date]** to **[end date]** and I am looking for a work experience placement. I am hoping that you are able to offer me a placement within your company/organisation as I am very interested in working **[insert your ideas here eg I enjoy Maths and I would like a placement where I am working with numbers]**.

Application for Work Experience Placement: Monday 1st March - Friday 5th March 2027
[add your proposed job eg Administration / Finance Department / Assistant or working in the accounts department etc]

The reason why I would like to complete my placement at **[company name]** is (Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in..... and I have had a good look on your website)

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....
(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)
I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person's name)

(sign here)

Your name



Application for Work Experience Placement: Monday 2nd March – Friday 6th March 2026 Administration / Finance Department / Assistant

My name is [insert your name]. I am a student from [school name]. I will be completing my work experience from [start date] to [end date] and I am looking for a work experience placement. I am hoping that you are able to offer me a placement within your company/organisation as I am very interested in working [insert your ideas here eg I enjoy Maths and I would like a placement where I am working with numbers].

The reason why I would like to complete my placement at [company name] is (Explain why you have chosen to write to them e.g. I am interested in finding out more about..... or I would like to gain experience in.....)

You can also use this section to show what you know about the company: At school I am studying.... Or my hobbies and interests are.....
(Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school)

I look forward to hearing from you.
Yours faithfully or Yours sincerely (if you know the person's name)

(sign here)

Your name

Telephone Contact

Be confident and follow up your letter or email with a telephone call. Have a pen and a piece of paper to hand when you make the call so that you can take notes of the conversation.

When speaking to potential employers on the telephone:

- remember to speak clearly;
- ask to speak to your contact name, or, if you addressed your letter to the Human Resources Manager, then ask to speak to the Human Resources Manager;
- if your contact is unavailable, ask if you can leave a message, for example, “Please may I leave a message ... my name is Joe Bloggs ... I wrote a letter to Mary Christmas enquiring about a work experience placement and I am calling to follow this up”;
- in your message, give as much information as you can, including your name, your contact details, and the fact that you are enquiring about a work experience placement;
- in your message, leave the best contact telephone number that will reach you and make yourself available to answer the phone should they call you;
- if you reach your contact, explain why you are calling;
- be prepared to listen and avoid ignoring a question; and
- try to be speak in a confident manner.

The potential employer may ask you a few questions, for example:

- Why are you applying to this business?
- What is your interest in the business?
- How did you find out about this business?
- What do you want to achieve from your work experience placement?
- In which business are you considering a career?

Before contacting a potential employer, do some research into the company and think about other questions they may ask. Think about reasons why you would like to do work experience with that company. For example:

- I am interested in a placement at the Leisure Centre as I would like to study ‘Sport’ at college and then at University.
- My auntie told me about your business.
- I did an internet search and I read about your company on Google.
- I am thinking of a Health related career, and working in a doctor’s surgery will give me a great opportunity to explore the kinds of careers in the health sector.
- I am not sure what I would like to do, but I can see that I would gain a varied placement within your company.
- I am flexible and willing to learn, and I want to get a feel of the workplace from this experience.

Be polite throughout the conversation, and remember to thank the employer for their time. If you are turned down for a placement, don’t be afraid to ask the employer if they know of a similar company who you could approach. Be confident; employers enjoy talking to confident young people. At the end of the conversation, make brief notes to remind you of the details, for example, employer (name) said a placement is possible, but he/she needs to talk to a colleague before confirming, or left a message. Make a note to call back if you don’t have a final answer.

Work Experience opportunities available locally

- Product design
- Working in laboratories
- Engineering
- Care homes
- Sports venues
- Accountancy firm
- Local government
- Electrician
- Vets
- Mechanic
- Childcare: teaching / nursery
- Leisure Centre
- Adventure Park: Egg; zoo / activity centre
- Plumbing
- Building and construction: architecture
- Education: teaching
- Transport: rail or bus services
- Entertainment: local theatre and dance company
- Manufacturing
- Catering
- Law firm - basic administration only
- Health care: hospital / doctor / dentist
- Manual therapy: osteopathy
- Estate agents
- Farms
- Graphic design
- Broadcasting: radio / television
- Hotels
- Media: journalism/newspapers / magazines
- Travel agency
- Retail
- Voluntary sector: charity shop
- Hairdressing and beauty
- IT - Software development company
- Emergency services e.g. police, although these placements are rare
- Agriculture: plant nursery
- Interior design agency
- Advertising agency
-

Where Do I look for a Placement?

Eastbourne Chamber of Commerce

The Eastbourne Chamber of Commerce offer contact details of almost all business in Eastbourne. **This is an excellent starting point** to send emails requesting opportunities. A link to their website can be found below.

[All Members | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](http://eastbourneunltd.co.uk)

Work Experience Frequently Asked Questions

Is Work Experience Statutory?

Following on from the Governments paper on 'Modern Work Experience', Work Experience (WEX) is statutory and Gildredge House believes in the importance of the WEX programme. Not every school in Eastbourne offers a full work experience programme, but Gildredge House expects all Year 10 students to participate in the programme. Importantly though, The Careers and Enterprise Company recognise the value of experiences in the workplace and are now placing more emphasis on it in Gatsby Benchmark 6 [here](#) .

Why is Gildredge House not using Careers East Sussex to offer students work experience placements but other schools are?

Employer opportunities in Eastbourne are limited due to the size of the town and employers who have previously supported the East Sussex County Council Aspire Work Experience Programme are now less inclined to do so. This is due to the General Data Protection Regulations and fatigue as more and more schools come on board demanding more placement weeks. Staff shortages and lack of time has seen less and less engagement from employers. Gildredge House have reviewed the learning outcomes for the work experience programme and the School believes that one of the most important aspects of work experience programme, is that students research and find their own placement to experience the workplace.

Why do I have to pay £20.00 when my son / daughter has found their own placement?

The £20.00 charge (or up to £80.00 charge if the placement is outside East Sussex, Brighton and Hove - please check with s.bray@gildredgehouse.org.uk) covers the compulsory health and safety check. This fee also covers the cost of a pre-placement visit and the important endorsement of principles check, which includes giving employer guidance about who can and cannot work with young people.

The placement is with the parent or a close relative/friend, do I need a placement check?

The placement may be with a family member (see pg, or a good friend and you may feel confident that all health and safety procedures are in place. (Please see pg 17). **Regardless of the relationship, all health and safety checks must take place, and the parent/carer will have to provide ESCC with a copy of the employers liability insurance certificate.**

If my son / daughter finds their own placement when do the pre-placement visit and Health and Safety checks start?

As soon as the form and Careers East Sussex has been completed, the details of the placement will be sent to the Work Experience Team at East Sussex Country Council. The team will contact the employer via the details given on the form and will make an appointment to visit the workplace. As there are many employers on the list to be checked, these pre-placement checks can take some considerable time to arrange. This is why the School have been given an early deadline.

Why do some schools charge the £20.00 placement fee while other schools do not?

Gildredge House has absorbed the Careers East Sussex subscription fee and the administration cost of the programme as well as the monitoring visits. In rare cases, some schools offer the health and safety checks as a free service to students. Gildredge House does not. East Sussex County Council states that all schools administer these payments in accordance with their own budget demands.

What if my son / daughter does not wish to engage in the Work Experience programme?

The Work Experience Programme is a statutory requirement and Gildredge House strongly advises students to participate. Gildredge House will support all students where possible to engage in the Work Experience Programme. Students who refuse to engage will remain at School. Extra-Curricular Activities will not run during the Work Experience Week and students will leave school at 3.00pm. Failure to attend school or their work experience placement will result in your son / daughter being registered with an unauthorised absence. See section on school unauthorised absence and may be subject to the appropriate sanctions. See the School's attendance policy [Here](#)

What if I know of another student who has secured a work placement at the same business / company at the same time as my son / daughter. Do I still need to pay for the checks?

The £20.00 pre-placement fee is still chargeable irrespective of whether there is another student undertaking work experience within the same business / company. It is possible that students could be working within a different department and different colleagues, or have different Line Managers and work colleagues, or are working in a different environment / building. Students may also have different needs which must be accommodated.

What if my son / daughter has been offered a placement for four days or less?

Students are expected to engage in a work placement for the full five days of Work Experience Week. If an employer offers slightly less than a full week, please contact Mrs Sara Bray s.bray@gildredgehouse.org.uk to see if this is a viable placement. Students will be expected to come into school on a timetable when the employer is unable to accommodate them. Failure to come into school could result in an unauthorised absence.

What if I have an urgent appointment on the day of my work experience?

In this unlikely event, the decision on whether to go will be held at the employer's discretion.

What if my chosen employer does not have employer's liability insurance?

It is law that any company who employs more than one staff member must have liability insurance, however, some small companies who do not employ staff quite often do not have it. This is typical of self-employed individuals who work remotely within their own businesses. If you have found a placement with a company and they do not have liability insurance as they are a sole-trader then you will be unable to attend this placement. Every student must have employers' liability insurance to go out on work experience. If you would like to discuss this further, please contact Sara Bray s.bray@gildredgehouse.org.uk

Will Gildredge House send my son / daughter's medical information to the employer?

Under GDPR legislation, Gildredge House are not able to forward along any medical details to an employer. Parents will be given an opportunity on the parent agreement forms issued by Careers East Sussex to declare any medical information about their young person so this is why it is important to add a personal parent and student email onto Careers East Sussex.

Parents will be sent the parent agreement form. When completing the agreement form it is important to be clear about all needs and disabilities so that employers can prepare and support your young person. Parents will also be asked via email to sign an online parental permission form and this will be emailed to the parent/carer email address that was added by the student and the parents on Careers East Sussex. It is also strongly advised that any relevant medical information is forwarded to the employer directly by the parent before engaging on the placement. Accidents can happen in the workplace, and it is sensible for employers to know basic information.

What if my son / daughter needs additional support?

Please ask your son / daughter to talk to their Tutor and make an appointment with Mrs Sara Bray, during break or lunch time. Every opportunity will be taken to ensure that students feel comfortable and supported in their placement and this fulfills part of our inclusion obligations to ensure that all students can access work experience.

What if students submit the Work Experience Form, but then receive an offer from a more suitable employer?

If you have found a more suitable placement and you have already paid your health and safety fee, please email Mrs Bray immediately to see if ESCC have conducted the checks for your placement. If they haven't you will be informed via an email and you may change your placement. If they have, then you will need to pay an additional £20.00 for another health and safety check. Any further queries on this must be emailed to Sara Bray s.bray@gildredgehouse.org.uk

What if I pay my Health and Safety Fee for my placement and I choose to go somewhere else? Do I have to have another health and safety check and do I have to pay another £20.00

If there is a change of placement before 2 November 2026 and you have completed the form, you may change your mind. You will also need to update your Careers East Sussex Work Experience entry. Please contact Mrs Bray via email to acknowledge the change which will be acknowledged in writing on s.bray@gildredgehouse.org.uk

Do I still have to pay £20.00 for the East Sussex County Council Health and Safety checks if my employer is also on Careers East Sussex because of their involvement with work experience with other schools?

Yes. Supportive employers who have engaged in the work experience programme in previous years with students from other schools have agreed to keep their details on the CES database, however, their Health and Safety certificate may have expired. East Sussex County Council will request that an up-to-date Health and Safety check is completed. In addition, The Endorsement of Principles check, which requires the employer to disclose specific information about their employees, will be out of date if new staff have joined the company. If you wish, you can choose Option 2 and provide a copy of their employer's liability insurance certificate.

Is it possible for an employer to offer more than one work experience placement?

Accepting multiple students on a work experience placement is at the discretion of the employer, and they may not have the staffing to facilitate more than one placement. Multiple placements at a single employer are at the discretion of the employer.

If I have an Educational Health Care Plan, can I communicate all this via Secondary SEND?

Whilst seeking the advice and support of your son / daughter through Secondary SEND is necessary and helpful, it is also essential that parents communicate any changes regarding their son / daughter's work experience placement to the Careers Co-ordinator directly as well at the SENDCo on secondariesend@gildredgehouse.org.uk . Any discussion regarding the Work Experience Programme must include Mrs Bray, as all instructions to employers come directly from the careers department. Also, students are encouraged to disclose any SEND to employers via the CES agreement forms experience form so that they can provide appropriate support.

My son / daughter is Pupil Premium and receives free school meals - will I have to pay for the health and safety checks and what about their travel equipment and their lunch?

Students who are in receipt of FSM/pupil premium **do not have to pay** for their health and safety checks. Financial support can be given for equipment, travel and for lunch. Please contact Mr Tom Addems and Mrs Sara Bray if your child needs additional support. If your child is Pupil Premium and the placement is out of area, students can apply for a discretionary fee by putting their request in writing, including details of the employer and the nature of the business to s.bray@gildredgehouse.org.uk

My son / daughter is Pupil Premium and receives free school meals and has selected a placement outside of East Sussex/Brighton and Hove. Will the School still pay for the additional costs of the outside of area fee as dictated to by other Local Authorities?

If your child is Pupil Premium and the placement they have found is out of East Sussex/Brighton and Hove, students can apply for a discretionary fee by putting their request in writing, including details of the employer and the nature of the business to Sara Bray s.bray@gildredgehouse.org.uk and to Tom Addems t.addems@gildredgehouse.org.uk

What if my son/daughter is unable to find a work experience placement?

In the unfortunate event that your son / daughter is not able to secure a placement and refuses to receive any support from the Careers Department, then they will be expected to be in school on a GCSE revision timetable.

Will my son / daughter's personal information be kept safe?

When parents complete the work experience form, they are agreeing to the School's privacy statement. When parents submit their details on the Careers East Sussex website, they are agreeing to their son / daughter's personal information, which includes any stated medical, and SEND information to be shared with the employer. This is shared to ensure that your son / daughter has a supported and has a positive experience within their workplace. If you are unsure, please do email the careers department s.bray@gildredgehouse.org.uk Please access Careers East Sussex Privacy Statement [here](#)

Support and Next Steps

Year 9 will receive an assembly in early in June about their work experience expectation and in Year 10 they will spend time in directed Personal Development/Careers lessons discussing how to find a placement and preparing for work experience.

Parents will receive correspondence via email which will contain a link to the Work Experience Form. Students should explore each option and discuss these with their parents.

The slides and handbook will be emailed to Year 9 parents and students and will be placed on the Gildredge House website. Please keep these documents in a place where you can refer to them.

In late June, Students will then receive their login and password for Careers East Sussex

Students will begin the process of looking for a placement and should use the summer holidays to do this.

The deadline to complete the work experience form link and to put their placement on Careers East Sussex is Friday 30 October 2026.

The deadline to pay for the health and safety checks is Monday 2 November 2026.

While Mrs Bray has contacts with local businesses, other schools are also undertaking work experience during a similar time. It is not the responsibility of the Careers Co-Ordinator to find placements although help will be offered, and every attempt will be made to match an employer where possible. Mrs Bray is available to offer advice on drafting a CV, finding a work experience placement, and can communicate with employers on students' behalf. Please contact Mrs Bray via email if you have any queries. Appointments during break or during any lesson times must be arranged in advance by contacting Mrs Bray via email on s.bray@gildredgehouse.org.uk

When returning in the Autumn term, students will be working in their Tutor Groups to prepare for Work Experience Week, learning about employability skills, keeping safe while at work and learning about what to expect in the workplace. Time will be allocated from the timetable to support students with work experience. They will also attend a dedicated work experience day.

Shortly before Work Experience Week commences, students will be issued with a Work Experience Log-Book available on the website under student careers/work experience. This must be shared with their employer and the relevant sections completed by both the student and the employer. **This must be completed during the week as it will be used to support students' Sixth Form / College applications.**

Finally, following on the from work experience week, Year 10 students will be asked to share their week's experiences within tutor time on their return to school during the work experience 'What I have Learnt from Work Experience' sessions. Students will keep their work experience logbooks as a reference and as a starting point to build on their employability skills. Whilst students will refer to them during the de-briefing at school, the logbooks are their personal journals to keep.

Parents and Carers, staff and students will be given the opportunity to offer their feedback on the work experience programme. The School aims to improve the programme and conducts a full evaluation at the end the work experience week. If you would like to offer feedback, please complete the work experience evaluation form, or alternatively email Sara Bray s.bray@gildredgehouse.org.uk

For further information on Employability Skills, please visit SkillsBuilder

[The Skills Builder Partnership](#)

Students are asked to respect employers' rights to withdraw an offer of a work placement and, should this happen at short notice, please see Mrs Bray for support on finding a new placement. Only placements that have undertaken pre-placement health and safety checks will be considered and an Employers Liability Certificate will be needed for your son / daughter to go out on work experience.

The fee for East Sussex County Council health and safety check is non-refundable.

Essential Skills



Key Diary Dates

Friday 30 October 2026: The Work Experiences Options Form must be completed. [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#)

Monday 2 November 2026 Payment for ESCC to conduct Health and Safety checks must be made via ParentPay [Here](#) The East Sussex pre-placement checking fee is £19.00. This is a non-refundable fee so should your employer withdraw their placement offer, you will not be able to claim this fee back. Furthermore, any outside East Sussex Pre-Placement checks are priced separately and are at the discretion of the local authority conducting these checks. Not all local authorities carry out pre-placement checks. Please check with the careers department to confirm if your child's placement is out of the area.

If your son / daughter is eligible for Pupil Premium funding, the school will subsidise the cost of the Health and Safety checks through Aspire. No payment is needed.

Extension of deadlines

Deadlines will not be considered, unless under extenuating circumstances. Extensions will only be considered by the Head Teacher. Please contact Mrs Bray, Careers Co-ordinator, via email on s.bray@gildredgehouse.org.uk to apply for a deadline extension.

If you have any queries about the contents of this Work Experience Programme Guide or the Work Experience Week please email s.bray@gildredgehouse.org.uk

Documents and links that support Work Experience

- GH Work Experience Form Link [Year 10 Work Experience Form 1st - 5th March 2027 - Fill out form](#)
- Careers East Sussex (login to your account) [Careers East Sussex](#)
- Work Experience Logbook which can be found on the Gildredge House Website
- (an editable Word version of the logbook will be emailed to parents/carers)
- How to write a CV which can be found on the Gildredge House Website
- Guidance for parents [Guide-For-Parents.pdf](#)
- ESCC Guidance for Students [WEX Guide - For Students.pdf](#) on our website [Work Experience - Gildredge House School](#)
- ESCC Guidance for Employers [WEX Guide - For Employers.pdf](#)
- ESCC Guidance for finding your own placement [WEX - Finding your own placement.pdf](#)
- ESCC Guidance for how to contact an employer [WEX - Finding your own placement.pdf](#)
- SkillsBuilder [The Skills Builder Partnership](#)
- The impact of work experience [Work Experience: Work Experience: Impact and Delivery - Insights from the Evidence - Education and Employers](#)
- Chamber of Commerce [All Members | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](#)
- More information on being a work experience host can be found on the [Health and Safety Executive website](#). It gives more information on employers' requirements around the health and welfare of young people.
- The CIPD ['Making work experience work: Guide for employers'](#) gives more information on how to make the most of a work experience opportunity.

If you are interested in offering work experience, or would like further information about the services available to support your recruitment needs, please contact the Employer Services Line. They can offer advice and will be able to connect you with a local Jobcentre Plus specialist.

You can contact the Employer Services Line using the [online enquiry form](#) or by phone.



Work Experience Form for completion by all parents/carers QR Code

More information and useful guides can be found on the Gildredge House Website [Here](#)

Support including:

- **How to find your own placement**
- **Work Experience Log-book (Editable Word.doc and PDF format)**
- **Guide for Parents**
- **Guide for Students**
- **How to contact employers**

Contact s.bray@gildredgehouse.org.uk for further information