

Academic Year: 2025-2026

Careers at Sedgehill Academy

Dear Parents & Carers of Students in Y10 & Y12,

Please read below for some important updates regarding the WEX programme at Sedgehill Academy.

Work Experience Meetings

Your child has now had their Work Experience 1-2-1 meeting with the School's Careers Lead.

We have now identified the area of interest for your child and I will now be endeavouring to secure a placement in a relevant field. There is **no guarantee** that a suitable place will be found, and your additional efforts will make a huge difference to your child's chances of securing a place.

I have reattached the initial letter and form below this.

Securing a Placement

I will be calling a number of businesses and organisations around Beckenham and in London to secure WEX spots for Sedgehill students. Students for whom spaces cannot be sourced will take part in a Work Experience week **in school** during our Cultural Capital Week in the final term.

Please discuss the 121 meeting with your child, and ask them about the follow-up slip they were given, which detailed a starting point for some phone calls you may wish to make.

If you manage to make contact with a suitable business, please email me and let me know. They will need to complete and return the attached form to me by Monday 11th May 2026.

In order to help with approaching different businesses, there is a proforma for an email/letter on the next page of this email. Please use this to structure any communications you have with employers.

Thank you for your continued support. Students can always seek me out in **D012** to discuss their careers.

Yours sincerely,



Mr Stuchfield

Associate Assistant Principal

tom.stuchfield@sedgehillacademy.org.uk

Your Full Address

Postcode

The Employer's name

Full Address

Postcode

Date

Dear Sir/Madam,

I would like to enquire about the possibility of a work experience placement with your company between Monday 22nd June and Friday 26th June 2026.

I am a student at Sedgehill Academy, Beckenham, and when the work experience starts, I will be (age). I am studying (list subjects and whether GCSEs or BTECs).

I would like to work (at your company / in your shop / in your school,) because I would love the opportunity to experience a workplace and develop my professional and interpersonal skills. I have (list any experience that you may have e.g. had a paper round for a year, babysit for friends/family, have a part time job in a local shop.)

I am an outgoing and hardworking student who has always put 100% into my studies.

My personal interests are (write any down that may help with your application.)

Feel free to contact the school's Careers Lead at tom.stuchfield@sedgehillacademy.org.uk

I look forward to hearing from you,

Yours faithfully

(Print your name)

2nd December 2025

Careers at Sedgehill Academy

Dear Parents & Carers of Students in Y10 & Y12,

I would like to inform you of a fantastic opportunity open to all Year 10 and Year 12 pupils to undertake work experience for five working days between **Monday 22nd June and Friday 26th June 2026**.

We would like your child to source their own in-person work experience, as we feel students receive a far better experience if they are in control of their own path.

We therefore ask that you support this process by asking family, friends, colleagues and businesses if they can accept your child (or, indeed, any other students) for work experience during this period.

Once your child has sourced a placement, we ask that you provide the relevant details for safeguarding purposes including details of health and safety and public liability insurance certification (see attached form). This will involve sending the attached form to the provider to fill out and return to Mr Stuchfield.

Getting an insight into the world of work is an invaluable experience and may help to determine your child's future plans. In the past, work experience has led to pupils securing part-time employment or apprenticeships and greatly improving their applications to Colleges and Sixth Forms.

While we would like the pupils to find their own placements, we will endeavour to help those who are unable to secure a placement themselves.

I will be having a **personalized WEX meeting with each student in Y10 & Y12** and I heartily encourage you to stress the importance of attending these meetings.

Please complete the form and return it to Mr Stuchfield via email:
tom.stuchfield@sedgehillacademy.org.uk by **Monday 11th May 2026**.

Yours sincerely,



Mr Stuchfield

Associate Assistant Principal

tom.stuchfield@sedgehillacademy.org.uk

United Learning Work Experience Placement Provider Declaration

Whilst undertaking work experience, students become an 'employee' and are entitled to the same level of consideration as other employees under the Health and Safety at Work etc. Act 1974. To aid the decision-making process and determine the suitability of your organisation as a potential work experience provider, please complete this form and return it to your named contact at **Sedgehill Academy school** –

Details of Placement Provider	
Organisation Name	
Organisation Address	
Address of Placement (if different from above)	
Placement Contact Name	
Placement Contact Telephone	
Placement Contact Email	
Name(s) of Student(s) to whom this declaration applies	
Summary of the work the student(s) will be undertaking	

Placement Provider Self-Assessment	Yes	No
Insurance		
Do you hold an Employers' Compulsory Liability Insurance Certificate, valid for the placement duration?		
*Please provide the Liability Insurance name, reference and expiry date below:		
If the student will be a passenger in a business vehicle, is there appropriate business insurance in place?		
Health and Safety Management		
Are there clear delegated responsibilities for health and safety?		
If there are five or more employees is there a documented health and safety policy?		
Have risks been assessed and, where there are five or more employees, are the significant findings documented?		
Has a young person risk assessment been carried out?		
Will the student be protected from: work beyond their physiological and psychological capacity? Substances that are toxic, carcinogenic, or teratogenic? Extremes of heat, cold; noise or vibration?		

Accident Procedures and First Aid		
Are you aware of accident reporting procedures under RIDDOR?		
Will you notify the school immediately in the event of an accident involving the student?		
Is there a qualified first aider or appointed person on site?		
Is first aid equipment provided and records kept of any treatment administered?		
Environment and Welfare		
Does the premises exhibit suitable housekeeping standards?		
Are there suitable rest facilities, drinking water provision and planned breaks available?		
Fire Safety		
Is there an evacuation procedure in place in the event of a fire?		
Training and Supervision		
Has a supervisor who is aware of their health and safety responsibilities been appointed for the student?		
Will the student receive health and safety training relevant to the work they will undertake?		

Specific Needs of the Student		
[Schools should use this space to detail any specific needs of the student. E.g. physical/mental disability, religious beliefs (where these may conflict with the work experience to be provided etc)]		
Have you taken reasonable steps to accommodate the specific needs of the student (detailed above)?		
Provide details:		

Signed:	[placement provider]	Date:	
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