

9th February 2026

Careers at Sedgehill Academy

Work Experience Strategies: 22nd – 26th June

Dear Guardians & Students,

I have received a number of communications regarding the difficulties with sourcing WEX placements. Please don't be disheartened. We have successfully run WEX programmes every year, and students always have meaningful encounters with employers.

That said, it is becoming more competitive. With that in mind, I highly recommend **calling potential employers** in the first instance. I have contacted more than 300 employers by email, and only one-in-six has responded. My success on the phone is far greater.

Students do not need to have had a Careers 121 with me in order to start searching and reaching out, nor do students need to stay close to home – they are free to commute as far as you deem appropriate. We will also be contacting all employers during the placement in order to check in on our students.

Some pointers

Office & Business

- Local accountants or bookkeeping firms
- Estate agents
- Law firms (solicitors' offices)
- Small local businesses or startups
- Marketing or social media agencies
- Banks or building societies (some branches do short placements)

Health & Care

- GP surgeries (reception/admin roles usually, not medical tasks)
- Dental practices
- Pharmacies
- Care homes
- Nurseries or early years settings
- Animal shelters or rescue centres

(Hospitals sometimes offer placements, but they're competitive and have age rules.)

Education & Working with Kids

- Your old primary school

- Tutoring centres
- After-school clubs
- Sports coaching programmes for younger kids

Creative Industries

- Graphic design studios
- Photography businesses
- Local newspapers or magazines
- Radio stations
- Theatres or performing arts centres
- Museums or galleries

Practical & Hands-On

- Garages or mechanics
- Construction companies (office or planning side at your age)
- Architects' offices
- Engineering firms
- Hairdressers or barbers
- Beauty salons

Outdoors & Environment

- Garden centres
- Farms (some offer structured placements)
- Wildlife trusts or conservation charities
- Parks departments (through the local council)

Retail & Customer Service

- Local shops (independent ones are often more flexible)
- Supermarkets (some have formal schemes)
- Cafés or restaurants (usually front-of-house support)
- Hotels

Tech & Digital

- IT support companies
- Web design or app development businesses
- Local companies with an IT department

Public Services

- Police (some forces run work experience programmes)
- Fire service (usually insight days rather than full placements)
- Local council offices

- Libraries

How to find them

- Ask family and friends if they know anyone (this helps a LOT)
- Check your school's careers office
- Look on company websites for a “careers” or “work experience” page
- Email smaller local businesses directly — they're often more open than big companies

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). You will need to send the below form to the potential employer in an editable format. Let me know if you require assistance with this. Please ensure you and the employer complete the form and return it to Mr Stuchfield via email, or in hard copy, by: **Friday 13th February 2026.**

Yours sincerely,



Mr Stuchfield

Associate Assistant Principal

tom.stuchfield@sedgehillacademy.org.uk

Email: 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 – tom.stuchfield@sedgehillacademy.org.uk**

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?		<input type="checkbox"/>	<input type="checkbox"/>
*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?		<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety Management			
Are there clear delegated responsibilities for health and safety?		<input type="checkbox"/>	<input type="checkbox"/>

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:	