

12th January 2026

Careers at Sedgehill Academy

Finding work experience for your child

Dear Parent/Carer,

As you are aware, all students should now be working to source their own work experience placements for between the 22nd and 26th June 2026. I will be attempting to source as many placements as possible, but more than **three quarters** of students will need to find their own. Due to recent government guideline changes, schools are now attempting to find WEX placements for all students in KS3 from 2026 onwards. This means that it is even more competitive than a few weeks ago.

With that in mind, I would like to stress that **we would like your child to source their own in-person work experience** and ask that you support this process by asking family, friends, colleagues and businesses if they can accept your child for work experience during this period. **I will be conducting 121s with all students, but this will take until May to complete. Please do not wait for the 121 to begin this process.**

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. Please encourage your child to come and speak to Mr Stuchfield in the Atrium Careers Office or D012 if they need any assistance in securing a placement. If you, or your networks, have contacts and are able to offer them a placement then please discuss these with your child.

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:	