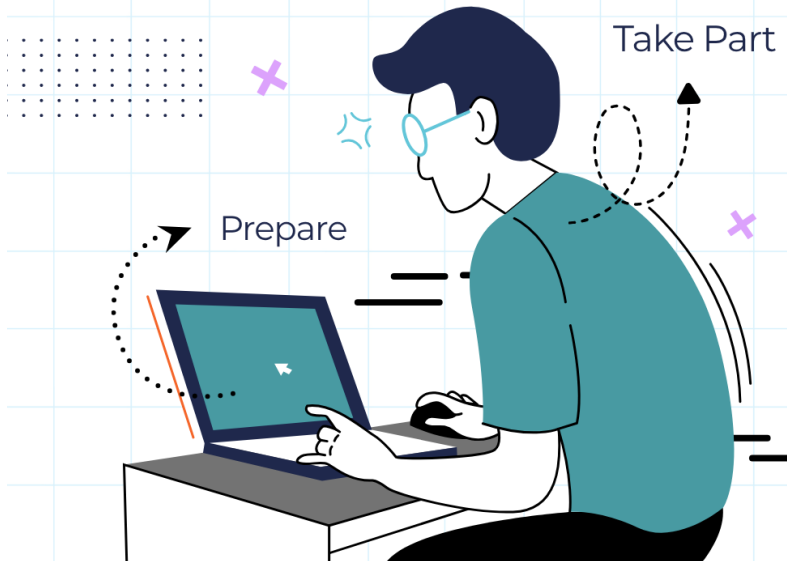




Sirius
ACADEMY NORTH
WHERE STARS ARE BORN

Work Experience

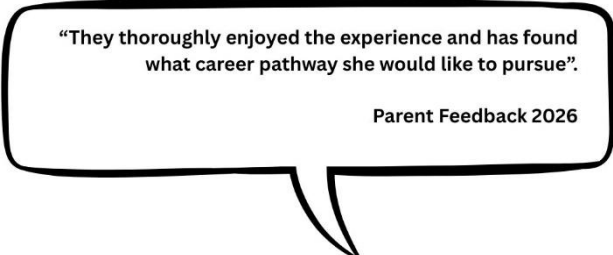
Monday 28th June to Friday 2nd July 2027 ✕



Work experience enables students to gain important insights into their career interests and values; and can help them with their future decision making. With fewer students experiencing the world of work through part-time jobs, work experience gives students the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or future training, in a safe and supported way.

On work experience a student spends time on employer's premises and carries out set tasks, as would an employee, with an emphasis on the learning aspects. Students can go on work experience from the beginning of year 10, when students are aged 14/15 years old.

The aim of work experience is to give students an insight into the world of work, and to help them develop career ideas and plans for the future.



"They thoroughly enjoyed the experience and has found what career pathway she would like to pursue".

Parent Feedback 2026

Self-Found Placement

Each student will be expected to arrange their own placement and within daytime working hours. The placement does not have to be directly linked to their possible career path, the aim is to provide experience of a workplace and help develop their employability skills. Attached to this letter is the Work Experience Placement Form and Frequently Asked Questions. The Careers Team are available to answer your questions.

Once your child has found their placement, the form attached to this letter needs to be completed and handed to Miss Norman - Careers Lead. Although June 2026 seems a very long time away, there is a lot of work to do behind the scenes, including workplace visits to complete, health and safety assessments and insurance checks. Therefore, we would be very grateful if your child could source their own placement and return the Work Placement form by 29th January 2026. However, as we need to complete over 200 checks we would appreciate a response as soon as possible.

Why does the school not provide a work experience placement for my child?

All Government funding to schools to support work experience ceased in 2012. Work experience was also made non-mandatory for schools. The funding subsidised an external company to manage and source placements on behalf of schools. Due to the extreme volume of the work that goes into organising work experience, an overwhelming majority of schools now no longer do it. We can only budget to ensure that all the work experience placements are risk assessed and considered appropriate for pupils. This alone is a significant amount of money.

School Process

The school will support students to participate in work experience placements on 29th June to 3rd July 2026. As part of the programme, students will receive an introduction session to explain the process, a preparation session about what to expect, general information and health & safety, and a debrief session to reflect on what they have learned.

They will be supported through this process by the Careers Team. Daily drop-ins at break and lunch times in the Careers Office where students can call in for advice and support.

As a parent your key responsibilities are:

- to read this parent information and encourage your student to read student information and abide by the advice/guidance given
- to give consent. You will need to sign the Parent/Carer section of the Self Found Placement Form.
- to support your student to find a placement. Students have a Placement Form, please ensure this is returned by 26th February 2027.
- to give updated medical information to the school, which will be shared with employers for risk assessment purposes. This can be done by completing the parent agreement form
- for student travel to and from the placement, so please ensure placement locations are appropriate
- informing the school and employer of any absence from the placement within 30 mins of usual start time. Employer information will be confirmed prior to the placement
- informing the school of any issues during the placement
- encouraging your student to complete their work experience diary, there is a section for parent feedback.

Finding a Placement

Having the initiative to find a work experience placement is one of the best ways for students to experience the world of work. It means that they are more likely to get a placement they really want, and they'll gain valuable experience for applying for future training or employment. The school is on hand to support students with this process.

Firstly, students will need to do some research. They will need to think about the type of role they would like and the type of organization it will be in. Then they can ask parents/ guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help students to look at the location of the organization and see if they can easily get there.

Secondly, students will need to contact the organisation to ask if they can offer a placement. A direct introduction is best, so see if anyone known to the student (family and friends) can offer an introduction. If not, see if you can find a contact online.

Approaching new people can be slightly daunting but if students are well prepared, they are likely to feel more confident, so it's important to be clear about what is being asked for and give details such as when, how long and what the student is looking for. Students can contact the organisation by telephone, letter or email, but make sure you look (or sound) professional, interested and polite.

Remember, people in business are busy, so students may need to follow up several times to get an answer and sometimes it may be a no, but always be polite and thank them for their time.

Remember, when students get a yes, complete the Self Found Form and return to the Sirius North Careers Team.

If students are having problems finding a placement remember they can talk to the school's Careers Team for support. It's best to do this before any deadline dates as they may have contacts students can use or can help with emails/letters to send out.

Things to consider:

- Parents have responsibility for travel to a placement so make sure the student can get there
- Not all job roles are suitable for work experience so students may need to be more realistic in their choice or what they will get to do on placement
- Some sectors are very competitive
- Some organisations may have an application form to complete and may also have their own earlier deadline.

The most valuable learning gained from work experience is not necessarily for the type of job they do. It is from the experience of being out in the big wide world and in the workplace. A restaurant or a local shop may not be a chosen career path but may lead to some part-time work. Working where parents work can be a great insight into what parents do. Be open to all placement opportunities and the learning experiences they can individually offer.

Please take into consideration, health and safety requirements will no doubt limit what your child will be able to do on placement.

Setting expectations is essential, in most cases, there will be a lot of work shadowing and observations. This can get frustrating and can be annoying if not prepared. Spending time with professionals and employers should be viewed as an opportunity to ask how they got into that form of employment and what pathways they took; do they recommend it. This is a fantastic career research opportunity and should be considered in that light.

Hours of Work

The Working Time Regulations apply for work experience not child employment laws, so a student (young workers) will be expected to work the same sort of hours as the business they are in.

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 mins) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period
- For businesses that are closed on a specific day that week (ie. Monday) The learner will need to attend school, as normal by policy.

Some job roles will require flexibility or may include shift work, so hours of work will need to be agreed in advance. Hours should be confirmed when student's contact the employer prior to the placement, so parents can organise suitable travel.

Payment and Expenses

Work experience is part of the school curriculum and therefore students are not paid. Employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected

Travel

Parents/carers have the responsibility for getting students to work experience placements as they would for getting students to school. Parents/Carers must assume their normal responsibilities for their child's safety when travelling to and from a work placement.

Lunch Arrangements

Employers are encouraged to notify students in advance of when their lunch will be and the length of time they are allocated. We encourage employers to allow students to act as an employee at lunchtime and leave site where appropriate.

For learners who receive Free School Meals – They will still be provided daily, however planning will need to be arranged to pick the lunch up from the academy. FSM learners will be contacted prior, to ensure that support is given.

Employer Contact

Students/Parents will be given employer contact information, including address, phone number and placement job details.

Employers will be given parent emergency contact information. Employers will have been instructed to contact parents in cases of sickness or incident/accident. Please ensure you supply the school with the most appropriate contact telephone numbers.

Parents must contact employers when students are to be absent from the placement. It is expected that employers will be contacted within 30 minutes of the student's usual start time on the day of absence.

On what grounds may a placement be rejected?

- The employer does not have Employer Liability Insurance;
- The placement is 'Out of Area',
- The placement fails a Health and Safety Risk Assessment conducted by Education 2 Work.
- The placement is outside of the allocated school work experience week;
- The placement is outside of school hours

Education 2 Work will be checking every placement to satisfy the school that the placement is appropriate, there are adequate safety precautions, and it appears to be a safe working environment with a good level of supervision and guidance given to students. An insurance check will be done with the owner or supervisor to ascertain if the company has Employer Liability Insurance (ELI) and Public Liability Insurance (PLI) in place. The information gathered is used solely for the purpose of ensuring our students are safe whilst on their placement and is not passed on to any third parties

Health, Safety and Insurance

All employers providing work experience placements will be checked to ensure they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement (as they are deemed to be employees for insurance purposes) and therefore it is essential any employer offering a work placement has it.

Employers have primary responsibility for the health and safety of the student on placement and should be managing any significant risks. The school takes reasonable steps to satisfy itself that they are doing this before placements are approved.

Employers must explain to parents/carers of students what the significant risks for a placement are and what has been done to control them. Employers can do this in whatever way is simplest and most suitable, including verbally.

The school gives every employer information covering their legal duties for health & safety and a reminder to give every student a health & safety induction at the start of the placement.

Employers are required to report any accident or incident involving a student to the school.

Safeguarding

For most work experience placements additional DBS checks are not required. However, the school may seek a DBS check in some circumstances.

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Employers will receive safeguarding guidance for work experience placements.

Students will not be allowed to complete their work experience without a completed parent consent, placement form and successful placement checks.

Work Experience is Self -Found

It is the responsibility of the learner and parent/carer to secure an appropriate work experience placement, within the deadlines set.

Confidentiality

Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

Issues or Complaints

Parents are requested to bring any issues or complaints to the notice of Miss Norman, in the first instance. Please do not use Social Media for this purpose which can be damaging for school-employer relations.

Deadlines

Please take into consideration that Health and Safety checks for each employer are timely. We ask deadlines are met to ensure that your child secures all relevant safeguarding procedures before placement.

Attendance

We follow the school attendance policy. If your child is to be absent on a day of WEX , you will need to update the school and employer of the absence, as soon as possible.

"Well organised and was a pleasure working alongside our young person."

Employer Feedback 2026

"He had a great work ethic, was on time everyday and did all the jobs with no complaint!

He was polite with both staff and customers and showed excellent customer service skills.

He cleaned without complaint and even did some prep work with us!"

Employer Feedback 2026

"Attended all days, asked questions and showed interest in the work they completed.

Employer Feedback 2026