Acle Academy
South Walsham Road
Acle, Norwich, NR13 3ER
www.wensumtrust.org.uk/acleacademy
01493 750431
info@acle.norfolk.sch.uk

4th November 2026

Dear Parent/Carer

Work Experience - Monday 14th- Friday 18th June 2027

Work experience will take place for year 10 students between **14th-18th June 2027**. We will launch it with the students next week and they will be sent home with a pack including:

- a work experience booklet, which outlines everything you need to know, and also gives advice on how to contact employers.
- a parent information guide attached to this letter.

Students will have an assembly to go through all the key information. This will then be available to parents via the website, along with electronic copies of the documents which are part of the student pack.

Please can we urge parents/carers to support the students in finding placements before the deadline of Friday 12th February 2027.

There are no paper forms this year and everything will be added to the platform, Unifrog. Students will be given a log in to this next week and will be able to add their placement details. This allows us to complete the appropriate safety checks. Once the placement has been approved, you will be emailed a consent form.

If you do have any questions, please refer to the booklet in the first instance, but also do not hesitate to contact the form tutor or myself directly: mjacotine@acle.norfolk.sch.uk

Kind regards



Mrs M Jacotine
Assistant Principal for Personal Development
& Careers Lead
mjacotine@acle.norfolk.sch.uk

PARENT INFORMATION GUIDE

How do students benefit from Work Experience?
Following a period of work-related activities, it is hoped that they may have developed:

- More confidence
- Improved self esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills
- Team working
- Problem Solving skills

What type of work can students do?
There are a wide variety of placements available and there are very few occupational placements that are prohibited to a student. In some cases, legislation imposes restrictions on the type of work which students can do under Work Experience. These restrictions are designed to protect students from occupations unsuitable for them. Due to a student's inexperience and age, some tasks may only be completed under strict supervision or may, in exceptional circumstances, be observation only. The emphasis, however, is always on trying to provide an interesting and well-balanced placement.

When can students participate in Work Related Activities?
The planning and organisation of programmes is strictly determined by the Education (Work Experience) Act 1973/1996 Education Act, amended by the School Standards and Framework Act 1998. In effect, students may take part in Work Experience from the first day of the Autumn term in Year 10.

How much are students paid whilst on an activity?
Students must **not** be paid whilst on Work Related Activities, as it is part of their education curriculum and payment may invalidate insurance arrangements.

What hours can a student work whilst on activities?
These will be the normal hours worked by young employees of the organisation concerned and usually should not exceed 40 hours in any one week. However, on occasions, some additional hours may be required for travel to a site. Where possible, a realistic insight into that specific occupational area is the ultimate goal and may therefore include hours outside of the normal school week.

Are there particular Health & Safety considerations?
In the workplace the primary duties relating to the **Health & Safety at Work Act (1974)** rest with the employer. The **Health & Safety (Training for Employment) Regulations 1990** extended the meaning of the term '**employee**' to include students on Work Experience. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the Health & Safety of themselves and anyone else who may be affected by their actions or omissions.

In addition, the **Management of Health & Safety at Work Regulations 1999,** require the employer to undertake an assessment of the risks to students before they start the placement. Information on this risk assessment and appropriate control measures will be made available to parents/carers in the form of a description of activities prior to the commencement of the placement.

Parents and carers are reminded of the necessity to notify the school of any health, behaviour or criminal issue that might influence the type of placement that a student may choose.

Information should be provided via email to mjacotine@acle.norfolk.sch.uk. This practice further contributes to the safeguarding of students whilst they are on Work Experience.

What Insurance Cover is required?
It is a requirement that all employers hold a current Employer and Public Liability Insurance and that this insurance covers a student whilst on placement.

In addition, for students attending local authority schools Norfolk County Council has affected personal accident insurance to provide a measure of protection to those who may possibly suffer serious injury through accidents during their work at the employers' premises.

Independent Schools are encouraged to arrange similar insurance cover for their students.

How can parents/carers help?
Young people need to be motivated and determined if they are to benefit from the opportunities that Work Related Activities presents.

Parents/carers should encourage their child to think of the type of placement that they believe they would like to have. For example, they might picture themselves in different industries such as catering, engineering, agriculture/horticulture, community care, clerical administration or hairdressing. Personal preferences might also be considered such as working for large or small companies, working indoors or outdoors, dealing with members of the public or being part of an office team, using equipment like computers, fax machines, photocopying machines or manufacturing equipment.

Parents/carers should share with them their experiences of work and their personal ambitions; along with the changes that have occurred in their working practices, their personal achievements and the pressures and problems that have to be overcome.

Can students do their placement in another geographical area?
Out of county placements can go ahead provided that **3 minimum criteria** are met. The school and The Exchange must take the following actions to establish that the placement is suitable.

- Health and safety checks are completed in line with Norfolk County Council Guidance
- Accommodation and transport arrangements are clear and approved by the headteacher.

- Schools have prepared the student appropriately and that clear processes for monitoring a student are in place.

The final decision on whether the placement goes ahead rests with the headteacher, providing that the 3 minimum criteria above are met. If any of the 3 criteria are not met the placement **must not** go ahead.

Finally, if you have any queries, please contact Mrs Jacotine, Careers Lead.
mjacotine@acle.norfolk.sch.uk