



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

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**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

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02 October 2025

Ref: 20250210/ME

Dear Parent / Carer

Re: Year 10 Work Experience

I am writing to inform you that work experience will be taking place between **Monday 13 July – Friday 17 July 2026**. This is a fantastic opportunity for your child to gain valuable experience in the workplace, and all pupils are encouraged to take part. Work experience is an excellent way for pupils to explore potential career paths and experience what working life is like, as well as understanding more about routes to employment. For pupils that are still unsure about what career, or industry interests them, the process of finding and completing a placement allows them to develop transferable skills and competencies that will serve them well throughout their lives. We encourage all pupils to take an active role in finding a placement, but we understand that this can be a daunting task. We are here to support your child in their search for a placement and can provide guidance and advice on the best way to approach potential employers.

We have strongly advised that pupils identify suitable work experience which is linked to their career aspirations / interests. There will be an expectation that as many pupils as possible will secure their own placements. We strongly advise pupils to start approaching potential employers between October and March, to secure the best placements, as other schools will also be conducting work experience. Many of our pupils approach family and friends in the first instance, which can often lead to suitable placements being established.

I would like to stress that although most students will find their own placement, the school will complete all the health and safety checks to ensure that the employers adhere to the necessary safe practice protocols. Once a pupil has found a placement, they must bring the employers' details into the school and hand them to Mrs Miles. The health and safety checks are not normally completed until the spring term.

If pupils are having issues with finding placements, then we will, of course, help them to find suitable work experience. In this instance pupils must alert Mrs Miles (Careers Advisor & Work Experience coordinator) as soon as it becomes apparent that they are having problems, and arrangements will be made to help and support them. We suggest that pupils have a second-choice work placement in mind, in case it proves difficult to secure a placement of their first choice.

If you would like your daughter to take part in work experience, please complete and return the parental consent form, by Monday 8 December. If you have any questions about work experience, please do not hesitate to contact me.

Yours sincerely

Marti-Kiran Elliott
Assistant Headteacher

Headteacher: Mr Neil Jones



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Work Experience – Parental Consent Form 2025/ 2026

Your daughter will be undertaking work experience between **Monday 13 July – Friday 17 July 2026** and we require your consent for them to participate.

If you would like your child to take part in work experience, please return this consent form to the form tutor by **Monday 8th December 2025**.

**I am willing for my daughter..... Tutor Group to participate in work experience. This may involve travelling to and from the venue, working off site and visiting various places of which I give my permission to take part.
I understand it is the condition of the scheme that students shall not receive payment.**

I understand that my daughter will not be entitled to the benefit of The National Insurance (Industrial Injuries) Act in the event of injury whilst taking part in work experience. Compensation in the case of proven liability on the employer's part, must be provided by the employer or his/her Insurers. Accidental injury is covered by the insurance policy taken out by the school.

Health declaration:

Please state below if there are any known medical/health conditions that you need to make us aware of prior to your daughter's work experience. Please be aware that it is essential that you make the employer aware of any information they may need in relation to conditions which may affect your daughter whilst on work experience.

Emergency contact 1

Name: Relationship:
Home telephone number: Mobile:

Emergency contact 2

Name: Relationship:
Home telephone number: Mobile:

Name.....



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PRINT (Parent/Carer)

Signed:..... (Parent/Carer) Date.....

This form must be completed by the employer, not the student or Parent/Carer

BEFORE COMPLETING THIS FORM PLEASE NOTE THAT YOU CANNOT ACCEPT A STUDENT UNLESS YOU HAVE EMPLOYERS' LIABILITY INSURANCE IN PLACE.

We confirm the offer of Work Experience between **Monday 13 July – Friday 17 July 2026**

Name of student		Form Group
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Name of company		ELI insurance Y / N
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FULL Address Including post code	
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Name of person to contact for health & safety, insurance checks	
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Email of person to contact for health and safety, insurance checks	
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Telephone number for contact person	
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Detail type of students work experience, daily duties, dept. etc.	
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Any other information required	
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Working Hours		Meal Arrangements eg. Workplace will provide, packed lunch needed, time allocated	Suitable Clothing eg. Smart office wear, old clothes, sports wear
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Employer Contact (Please print):

Employer Signature:

Date:

Position:

Please return the completed form to the Year 10 student, that you are offering the placement to or by email to Sarah Miles: s.miles@nsg.kevibham.org