



# **Sybil Andrews Academy**

## **Student guide to Work Experience 2025**

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# Key Information

## When can I do Work Experience?



The Work Experience lasts for five days. We would like you to confirm the date with your employer by 1st May 2025 to ensure all necessary arrangements can be made.

We will not be able to accept any later applications. Once we have received the **Work Experience Agreement – Parent Form** we will then contact the employer you have put down who will need to provide all the paperwork by 1st June otherwise the work experience cannot go ahead and students will need to remain in school.

## Where can I do Work Experience?

Where you choose to do your Work Experience is a decision between you, your parents/carers and your intended employer. Where the employer is local, our Careers Team also completes a risk assessment. Your safety is very important us. You also need to consider how you are going to travel to your work placement.

# Getting Started

## Why choose Work Experience?

Imagine how you would feel to have had the chance to explore a future career, to work with experts, to see what they do and how they got there. Building new contacts and new learning experiences can help you to decide what you want to do after school. The opportunities and feedback you receive can also help in future college, apprenticeship or sixth form applications.

*“Megan impressed in every way...the window display she designed had a great response from customers. She should be extremely proud.” –Six Menswear*

## Deciding where to go

Think of a range of jobs you might like to do for work experience or in the future. Perhaps you met some interesting employers and businesses at our Green Careers Fair and annual Careers Fair.

Do you have any people in your family who could help you find a suitable placement? This is called personal networking. Think of a family friend or relative who could provide a place for you. List them here

## Where else can you get help?

- Talk to your Tutors and Subject Teachers for ideas.
- Use your local newspaper to find out about local companies
- Research employer websites.

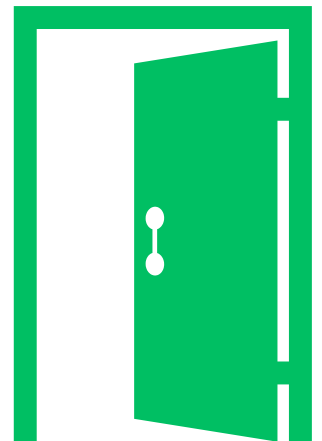
**Talk to our Year 11 students** about their work experience. Many of our students spent their week in local primary schools, leisure management, hair salons, barbers, architects, construction, events management, libraries, estate agents, retailers, motor engineering workshops and automotive showrooms. Ask them for advice.

If you are struggling to find a placement or have run out of ideas, **talk to Miss Dias. Our SEND and Pastoral teams** can also help if you need extra support and our team can liaise with the employer on your behalf.

## How to approach an employer

**Approach with confidence. They won't bite.**

If visiting in person or enquiring by telephone, smile and say hello. Introduce yourself and explain that you are a Year 10 student who has the opportunity to do a work experience. Tell them you would love to work with them and ask if there is anyone who could help make this possible.



**Use your school email address and always check your spelling and grammar.** Begin your email by addressing your contact properly - For example, Dear Mr Davies. If you haven't been given a name, use Dear Sir/Madam. Introduce yourself as above. Sign off properly, e.g. Kind regards, Jack Jones. A sample email



# Communication matters

**A sample email: focus on relevant skills & interests.**

*Dear Sir/Madam,*

*As a Year 10 student at Sybil Andrews Academy in Bury St Edmunds, I have the opportunity to spend one week with an organisation as part of our Year 10 Work Experience programme.*

*I am currently researching the qualifications and skills I would need to become a website developer and I would love the opportunity to spend my Work Experience week with ABC Solutions. I am a hard-working student and am interested in studying Computer Science at Sixth Form or College once I leave school.*

*Our school allows us to attend Work Experience for a week from 7th July 2025. Please could you advise whether this would be possible.*

*Kind regards,  
Jack Jones*

## **How to deal with rejections**

It is hard when a potential employer says no but please do not take it personally. They may not have enough staff to supervise you or they may already have lots of other commitments. In some instances, students must be 16 years old. Remember to reply politely, thanking them for their consideration. If you feel confident, ask if they know anyone else who could help.

# The School Process

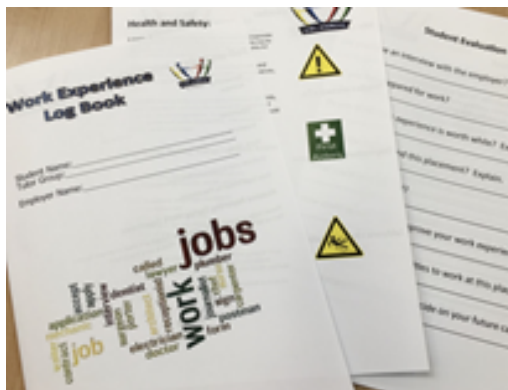
## Return the agreement form ASAP



Once your employer has confirmed your work experience opportunity, return the agreement online form [Work Experience Agreement – Parent Form](#) yourself as the parent/carer.

Mr Ruffell will confirm with your employer and arrange to visit them to conduct a risk assessment. We will then send onto the employer the relevant forms we need them to complete once you have completed the online form.

## Collect your Work Experience Booklet



One week before you attend your Work Experience, collect your Log Book from Miss Dias. Use this at work to keep a diary of the tasks you did, people you worked with, the skills you used. Return the completed copy, including evaluations to Miss Dias as soon as you come back.

# Other questions that you might have

**What if I find an employer who isn't local?** If the employer is not locally based, it becomes difficult or impossible for us to conduct a risk assessment. However, this doesn't mean you can't go. Please contact Mr Ruffell for details.

**What if I have to complete an application form or send a CV?**

Pick up our additional Tip Sheets, which contain further advice.

**Which websites would you recommend to explore different careers?**

[www.icanbea.org.uk](http://www.icanbea.org.uk)

[www.icould.com](http://www.icould.com)

[Careers advice - job profiles, information and resources |](#)

[National Careers Service](#)

[Business Directory Home | Bury St Edmunds & Beyond \(visit-](#)

[burystedmunds.co.uk\)](http://burystedmunds.co.uk)

[Job Search | Indeed](#)

## Contact Information

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