



THRYBERGH ACADEMY

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HEADTEACHER: Mr A May

WEX/HNN

February 2026

Dear Parents and Carers,

At Thrybergh Academy, we are committed to providing our students with meaningful opportunities that prepare them for life beyond school. As part of this commitment, all Year 10 students will be offered the opportunity to take part in a one-week work experience placement from **Monday, 8th June to Friday, 12th June 2026.**

Work experience plays a vital role in supporting students' personal development and future aspirations. It allows young people to gain first-hand experience of the world of work, helping them to develop key employability skills such as communication, teamwork, time management and responsibility. These skills are invaluable and complement the academic learning students undertake in school.

Taking part in work experience also helps students to make informed decisions about their future pathways. By experiencing a real workplace environment, students can explore potential career interests, better understand employer expectations, and begin to see how their education links to future employment or further study.

In addition, work experience can build confidence and independence, encouraging students to step outside their comfort zones and adapt to new situations. Many students find the experience both motivating and rewarding, often returning to school with a renewed focus on their studies and future goals.

In the past, we have found that the most successful placements are those where the students have found themselves. Finding the right placement takes some planning. Here are some effective ways to get started:

- Family and friends - someone you know may be able to help secure a placement.
- Contact local businesses - shops, councils, museums, and healthcare providers often welcome students.
- Search online - try terms like 'Year 10 work experience near me' along with your town or city, and email companies directly.



Alternatively, if students are struggling to find their own placements, we work closely with a company, BE-Together, who specialise in placing students in local companies.

Whichever route the student decides to take, to secure a placement, an application form needs to be completed and returned to Mrs Nickson. The 'Self Arranged Placement' forms were handed out directly to the students before Christmas. However, duplicate forms can be obtained from Mrs Nickson.

STUDENT ARRANGED PLACEMENT FORM

BE Together logo

STUDENT DETAILS

School Name: _____ Tutor Group / Form: _____
 Student Name: _____
 Student Experience Date: _____
 (From _____ to _____)

COMPANY DETAILS (OR ATTACH BUSINESS CARD/COMPLIMENTS SLIP)

Company Name: _____
 Address: _____
 Telephone: _____ Email: _____
 Website: _____ Twitter: _____

MAIN COMPANY CONTACT DETAILS

Company Name: _____ Contact Name: _____
 Telephone: _____ Telephone: _____
 Email: _____

STUDENT JOB DETAILS

Job Title: _____ Dates: From _____ to _____
 Working Days: _____ Working Hours: _____
 Name/Address: _____

As a representative of the company, I agree to this student undertaking Work Experience placement with us in accordance with the details above. I confirm that the company: (Please tick in accordance)

- Has Employer Liability Insurance (please give details below) - The placement cannot go ahead without this. (Please tick in accordance)
 Insurance company: _____ Policy number: _____
 Expiry date: _____
- Has a written Health and Safety policy (if 5 or more employees) YES NO
- Offers this place in addition to our existing normal curriculum. YES NO
(Please tick 'No' unless it is a special activity/award, please see action sheet.)
- Is not currently involved in the Work Experience programme but is willing to provide placements in the future. YES NO

Signature: _____ Date: _____

Thank you for agreeing to take part in this Work Experience placement. BE Together will send you confirmation of the allocated student in advance of the placement start date.
 Please could you tell us, how did the student find this placement?

Work Placement Selection Form

BE Together logo

STUDENTS SECTION

SCHOOL: Thrybergh Academy Tutor Group/Form: _____
 Your Work Experience Dates: From _____ to _____ Tutor: _____
 Your NAME: _____ GENDER: M / F DATE OF BIRTH: _____

ADDRESS: _____
 Postcode: _____ TELEPHONE: _____

YOUR PLACEMENT SELECTION

Please circle 3 JOB SECTORS ONLY from the 12 options below.

Retail	Construction and related trades	Engineering & Manufacturing	Sports & Leisure
Business Admin -Accounting/Finance/Legal	Hair & Beauty	Education	Health & Social Care
Hospitality & Catering	Animal Care	Travel & Tourism	The Arts

TRAVEL: Travelling to work placement is very important and must be completed correctly. It can severely limit our options for finding you a placement if you are unwilling to travel. Tell us how you will get to your work placement from the options below.

Bus Train Car Walk

Please tell us your last Primary School: _____

STUDENT COMMENT 1: These questions help us to find you a suitable placement. Please tell us about any hobbies, interests and activities you do outside of school.

Please tell us what you hope to gain from your Work Experience.

As the student named above, I agree to take part in the work experience scheme.

Sign: _____ Name: _____ Date: _____

Next week the pupils will be handed a 'Matching' form, which is sent to BE-Together to try and match a placement with the student's future aspirations. A major consideration when looking for a placement is how the student travels to and from the place of work. Where travel is restricted, often so is the variety of placements on offer to the students.

It is important to note that if a student does not submit the correct forms and receive a placement, they will be expected to attend school as normal to complete maths, english and online work experience. We would like to ensure that each student takes advantage of this opportunity.

Thank you, as always, for your continued support in helping us provide valuable experiences for our students. Please do not hesitate to contact Mrs Nickson (h.nickson@thrybergh.com - 01709 850471) should you require any further information.

Yours Faithfully,
Mrs H Nickson
Careers Coordinator

