



King Edward VII School

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EMPLOYER LETTER AND AGREEMENT: WORK EXPERIENCE

This document is for the information of employers offering work experience. A copy should be retained by the employer for their records, and stored/disposed of accordingly upon completion of the placement.

Dear Employer,

Thank you very much for supporting a work placement for one of our students. We really do appreciate it and the chance you have offered a young person to gain vital employability skills. Developing skills such as interpersonal and communication skills, working independently, using initiative and team work will enhance their transition into further education and/or employment and will ensure they stand out from other applicants.

Please keep this form for your records and ensure the student/parent has fully completed it. Information on this form will help ensure you effectively assess risks to the student in relation to any additional needs they may have. If you have any questions please do get in touch.

What next:

- Please ensure you understand the terms and conditions and your responsibilities on the opposite page before signing the self-placement form.
- Please ensure you provide the young person with details such as start and finish times, who to report to and any specific clothing requirements.
- Before the placement starts you may be contacted by our team to understand how you are managing the risks to the young person.

Student Contact and Personal Information	
Student name:	Parent/Carer name:
Contact number:	Email address:
Student additional needs:	Student health/medical needs:
Student's school: King Edward VII	School contact name: Ms Matthews, Miss Payne & Mr Fingleton
School contact number: 0114 2296582	School email: Careers@kes.sheffield.sch.uk
Work Experience Dates: 23rd June – 4th July 2025	



EMPLOYER GUIDANCE, TERMS AND CONDITIONS

Please be aware that by completing the self placement form you are agreeing to the below terms and conditions

- Provide work experience as stipulated on the job description section.
- To provide appropriate supervision, information, training and management for the student whilst they are on placement taking into consideration their age and lack of experience.
- To ensure the student has the same rights and obligations as an employee under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, including regulation 19 regarding Young Persons.
- To induct the student on the first day (or by prior arrangement), specifically including Health and Safety.
- You have the permission/authority to offer work experience placements in your business/service
- If for some reason you are unable to support the student please inform the **school** and **Opportunity Sheffield** immediately.
- To notify **the School** immediately of all accidents (including minor) involving the student.
- To contact **Opportunity Sheffield** and the **school** regarding grievance and disciplinary matters.
- To notify **school** of any absences of the student, including sickness.
- To allow **school** staff onto the premises for monitoring/feedback purposes.
- To designate an employee to be responsible for the student's welfare whilst on placement and ensuring that the student is appropriately supervised whilst on site.
- To ensure the student has 2 days off work in a 7 day period.
- To ensure the student works no more than 8hrs/day excluding breaks.

This agreement becomes operative from the student's first day on placement. **Opportunity Sheffield** and **school** accept no responsibility for any injury, loss or damage caused by any act or default of a student on placement.

Opportunity Sheffield will endeavour to ensure that there are good communication links between the school, employer, student/parents and that details recorded on the paperwork and management systems are accurate.