

Kettlethorpe High School

Standbridge Lane, Sandal, Wakefield WF2 7EL

Headteacher: Roisin Paul



Monday 24 November 2025

Year 10 Autumn/ Spring Careers Programme & Work Experience - Monday 29th June to Friday 3rd July 2026

Dear Parent/Carer,

I would like to give an overview of our plans for Careers Education for Year 10 pupils during the current academic year. A key element of the Government's Careers Guidance is that all pupils experience at least 5 days' worth of work experience. As such, we are encouraging Year 10 pupils to take part in a one-week work experience placement from Monday 29th June to Friday 3rd July 2026.

Summary Timeline:

- **November 2025**
Work Experience Programme is launched in partnership with NYBEP (North Yorkshire Business and Education Partnership) – further details below.
- **November/December 2025**
During PHSE sessions, Year 10 pupils will embark on the Preparing for the World of Work unit. The key component parts of this module of work are searching for a job, applying for a job, completing an application form, preparing a CV, gaining references, producing a covering letter; and preparing for a job interview.
- **January 2026 onwards**
Year 10 World of Work Interviews - Pupils have the opportunity to take part in a one-to-one interview where they can present their application documents and discuss possible career ideas.
- **February 2026**
Deadline for payment of WEx fee (£29) on ParentPay to confirm place.
- **February/March 2026**
Deadline for organising and confirming Work Experience placement.
- **March – June 2026**
Safeguarding, health and safety and risk assessment processes for chosen Work Experience placements take place; placements are confirmed as suitable.
- **Work Experience Week - Monday 29th June to Friday 3rd July 2026**
We intend to make this week available to any Year 10 pupil who is able to find their own work experience placement. If parents/carers can offer work experience placements within their working organisations, or other suitable contacts, this might be a way forward for some pupils.

This year we are joining with North Yorkshire Business and Education Partnership (NYBEP) to ensure that all necessary safeguarding checks, health and safety measures and risk assessments are in place. This is an essential requirement for the Work Experience to go ahead and is not possible without it. While NYBEP is a not-for-profit organisation, there is still a cost associated. The cost per pupil will be £29 and can be paid via ParentPay in single or split instalments before February half-term. If your child is in receipt of free school means, and you require financial assistance, please contact JSharkey@kettlethorpe.wakefield.sch.uk

Each year, a number of pupils are unable to secure their own placements. Additionally, we are an inclusive school and want all pupils in Year 10 to have access to, and experience with, the Work Experience Programme. As such, we

have a limited number of 'protected' places available with different employers. These will be targeted to those who require assistance in securing a placement and/or to those with additional or specific needs. If you feel that your child would benefit from this, please contact JSharkey@kettlethorpe.wakefield.sch.uk

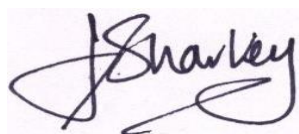
Please note, basic pupil information will be shared with NYBEP so that they can create user accounts for pupils. Please note that this information is required so that they can create the necessary online portal access to upload placements and conduct all relevant activities. Should you have any questions about the use of data, please contact: cbruce-halliwell@kettlethorpe.wakefield.sch.uk Additionally, to ensure you receive the relevant and required information, we will need to provide 1st priority contact email address. To consent to this, we include a paper copy of the data sharing consent form with this letter (with an email version to follow). Either method of parent/carers consent is acceptable. Please return any paper copies via your child to Mrs Sharkey or their form tutor.

Key documents to consult/ actions required:

1. Sign and return the parent/carers email data sharing consent slip either via email or via the paper copy provided **by December 8th 2025**.
2. Make £29 payment via ParentPay. Request financial support to JSharkey@kettlethorpe.wakefield.sch.uk
3. Connect to the NYBEP Portal: <https://nybep.ceconnect.co.uk/> (login instructions will be sent to your child's school email address soon).
4. Upload details of placement onto the portal once found.
5. Speak to Mrs Sharkey if you are struggling to find somewhere.
6. If you are/ someone you know is able to offer any placement(s) to any of our pupils), please contact JSharkey@kettlethorpe.wakefield.sch.uk
7. A 'Student Information Guide' for the process can be accessed here, provided by NYBEP: [Students Guide.pdf](#)
8. A 'Student Portal User Guide' for technical advice on how to access the portal is also provided here: [Portal User Guide](#)

Each year, the programme is a huge success, and the vast majority of pupils are able to benefit from the experience. This year, we are ambitious in our goal that 100% of the year group experience the world of work. Please do not hesitate to contact us if your child needs help or advice to acquire a placement.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J Sharkey', with a stylized flourish at the end.

Mrs Sharkey
Careers Co-ordinator

Kettlethorpe High School

Standbridge Lane, Sandal, Wakefield WF2 7EL

Headteacher: Roisin Paul



Parent/Carer Consent Form

In order to ensure you receive important information about your child's work experience placement, please complete this form in full to consent to share your email address with NYBEP and return it to school **as soon as possible** and **by 8th December latest**.

Student details

First name:	Surname:	
School:	Year:	Form/Tutor Group:

Information will be stored securely in compliance with the Data Protection Act 2018 and current GDPR guidelines for the duration of participation in NYBEP programmes and afterwards for the statutory term set by Local Authorities, which is currently 7-10 years. After this all information is securely destroyed. For more information, please see our privacy notice via <https://nybep.org.uk/about/privacy-policy-2>

Signed

Name:	Date:	Email:
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