



Rye College

The Grove, Rye, East Sussex TN31 7NQ

T: 01797 222545 E: office@ryecollege.co.uk

www.ryecollege.co.uk

Head Teacher: Mr. D. Downes

July 2026

Dear families,

RE: Year 10 Work Experience

We are writing to inform you about the Year 10 work experience programme.

All Year 10 students will participate in a one-week work experience placement from **Monday 21 June to Friday 25 June 2027**. During this time, students will be placed with an employer and undertake a range of tasks similar to those carried out by employees, with a strong emphasis on learning from the experience. This provides valuable insight into workplace skills, behaviours, roles, and organisational structures.

Work experience is an important element of the curriculum. It supports students in developing employability skills, making informed career decisions, and preparing for their transition into further education, higher education, apprenticeships, or employment.

Arranging a Placement

Rye College works in partnership with East Sussex County Council to manage placements through [Careers East Sussex](#) system, which is accessible on all devices.

Students have received their login details via their Rye College email account. Please ensure this information is saved for future use.

Students are strongly encouraged to secure their own work experience placements. This helps to develop independence, confidence and initiative, while also increasing the likelihood of obtaining a placement in an area of personal interest. Placements may be arranged through family, friends, or by contacting employers directly.

Please note that all employers must hold valid **Employers' Liability Insurance**, as placements cannot proceed without this requirement being met.

Over the Summer

We would appreciate your support in helping your child find a placement over the summer period. Early submission of placement details via the system will enable the Work Experience Team to carry out the necessary health and safety checks in a timely manner.

Costs

Rye College will cover the cost of placements within East Sussex. However, placements outside this area (for example, in Kent) may incur a charge of up to £90 for the required health and safety checks. This cost cannot be met by the school.



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Placement Choices

If a student is unable to secure their own placement, they may select up to **four placement preferences** via the system. We will make every effort to allocate one of these preferences, so careful consideration should be given when making selections. Support will also be provided in school during the autumn term.

Students are advised to consider a broad range of opportunities, including those beyond the immediate local area. However, it is essential that all chosen placements are realistically accessible. The system includes a "Get Directions" feature to assist with travel planning.

It is also important to consider the nature of the tasks likely to be undertaken during a placement. Some roles may have limitations due to confidentiality or other restrictions. Once a placement has been allocated, it will not be possible to change it at a later stage.

Required Documentation

Following allocation, parents and carers will be required to complete three online forms:

- Parental agreement
- Emergency contact and medical information
- Safeguarding declaration

These forms will be sent via email from noreply@eprospectus. It is essential that all relevant medical or personal information is included to ensure appropriate support and safeguarding arrangements are in place.

Deadline

The deadline for securing an own placement or submitting placement preferences is:

Friday 23 October 2026.

If you have any queries regarding the work experience programme, please do not hesitate to contact me via office@ryecollege.co.uk Additional information is also available via our [Rye College Careers Padlet](#).

Thank you for your continued support.

Yours sincerely,

Mrs. D. Starkey

Director of Learning – Pathways