



# CAMPSMOUNT

30<sup>th</sup> January 2026

Dear Parents,

## **Year 10 Work Experience** **Monday 6<sup>th</sup> July 2026 – Friday 10<sup>th</sup> July 2026**

### **About Work Experience**

Camps Mount Academy is pleased to continue supporting students in gaining practical work experience in Year 10. Work experience ensures that students have the opportunity to gain deeper insight into the world of work and further enhances their confidence as they start to transition to life beyond Camps Mount Academy. In order to effectively prepare for the work experience process, we kindly request your support to ensure that all students can effectively secure their placement as quickly as possible, ideally matching their abilities and aspirations for the future.

Naturally, we would encourage all students to review work experience opportunities in an area that interests them or further enhances their CV or work opportunities after leaving school. In some instances, students may not be fully confident in what the future has to offer, or it may not be possible to secure a placement in their ideal setting. We'd therefore reiterate that it is not immediately pressing that students *do* align with their career ambitions: most employers of the future will look for those skills and capabilities which are likely to be transferable, regardless of the work experience placement.

Students who are unable to source their own placements will be offered support to do so through our support sessions. We would also welcome any offer to host one of our students in your own place of work or business. This can be done through our 'Contact Us' facility on the school website.

### **Things to consider**

- It is usually helpful to agree the work placement first, then send an e-mail over to the employer with the 'ask' of all documents and the online form to complete. This tends to provide a point of reference for the employer.
- Please consider employers that are local to the Doncaster area. Whilst employers further afield could be considered, it does provide additional risks that may make such a placement unfeasible.
- All employers must hold Employer's Liability Insurance: if the date of the document expires before the placement commences, it is imperative that an updated version is provided before commencement. Evidence of this should be provided prior to the placement commencing.

### **The Work Experience Process**

Our students should be fully aware of the work experience requirements: we have already discussed this with them through assembly sessions. The process for this year is straightforward:

Jordanna Proctor, Headteacher  
Ryecroft Road, Norton, Doncaster, DN6 9AS  
Tel: 01302 700002

Email: [info@campsmount.com](mailto:info@campsmount.com) [www.campsmount.com](http://www.campsmount.com)



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1. Students should contact potential employers, family members or family connections to undertake work experience. Explain that you would like to arrange a 5 Day Work Experience starting on **Monday 6th July 2026 and ending on Friday 10<sup>th</sup> July 2026.**
2. Complete the Parental Consent form for work experience, located here: [Work Experience Parental Consent Form – Fill in form](#)
3. Ask the employer to complete the Work Experience Employer Agreement form located here: [Work Experience Employer Agreement – Fill in form](#)
4. The student will need to request the following documentation from the employer and are then responsible to upload the following documents onto the 'Upload work experience information' section on the school website.  
[Campsmount Academy - Upload Work Experience Information](#)
  - a. Employer risk assessment – including key hazards, PPE, and safeguarding.
  - b. Employer's liability insurance – copy or confirmation it's in place.
  - c. Safeguarding statement/DBS – if 1:1 or unsupervised work is expected
5. The student should complete the Student Work Experience Agreement Form via their Campsmount Academy Email: [Student Work Experience Agreement Form – Fill in form](#)

## **Summary of what your child should do next**

1. Decide the type of work placement you want to do, based on your interests or career ambitions.
2. Ask your parents to complete the Parental Consent Form here: [Work Experience Parental Consent Form – Fill in form](#)
3. Choose an employer you would like to go to and contact them.
4. **Only once they have agreed**, share the link to the Employer Work Placement Form: [Work Experience Employer Agreement – Fill in form](#)

Finally, thank you again for your support in preparing students to complete work experience.

Yours Sincerely,

Mrs Sarah Foster  
Careers lead, Level 6 CIAG advisor  
Lead practitioner in Art and Design

