
Y10 Work Experience Information Evening

Thursday 9th October 2025



Resilience



Pride



Respect



Ambition



Responsibility



Mr. James Graham

Principal



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Our Mission Statement



At Aston Academy we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity.

We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution.

Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

All adults in school have a responsibility to safeguard and promote the welfare of children.

With your commitment we will make a difference.



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Key Dates

9th October – Work Experience Launch

26th November – Y10/11 Colleges Event

1st December – SSA Assessment Window 1

2nd March – Y10 Maths Disney Trip

9th March – Y10 Consultation Evening

May 18/19/21st – Geography Field Trips

8th June - Construction Assessment (Bricklaying)

22nd June – SSA Assessment Window 2

6th July – Y10 Work Experience Week



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Mrs Adams

Assistant Vice Principal Work Experience Lead



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The Y10 Careers journey so far.

Year 8	Year 9	Year 10	Year 11 (careers in the future)
National Careers Week	HEPP workshops – higher education	Work Experience	Post 16 evening – Aston Academy
National Apprenticeships Week	Magna careers event	Careers interviews	College providers’ afternoon
PSHE Careers lessons	Options support	Careers day	Mock interviews
HEPP Events	Assemblies – colleges	Assemblies – colleges and employers	Open days Colleges
Assemblies – colleges	Careers within PSHE lessons	Careers lessons within PSHE	Careers interviews
			Assemblies – colleges and employers

What is the purpose of tonight?

- Information gathering
 - Complete the consent form
 - A chance to speak to B and E
- Together – Richard Jones



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Why is Work Experience so important?

- Links to GCSEs
- Preparing for life beyond school
- Choosing pathways
- Choosing the right career
- Developing Life skills
- Building Resilience



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Top Tips

- Organise their **own** placement
- If students are sorting their own placement – business liability insurance **must** be added to the form
- Students need resilience and independence
- Placements will aim to be matched to student choices – but not always possible
- Think about travel and distance from home
- We can make changes to placements if absolutely necessary
- ALL students will be required to contact employers prior to starting



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Expectations

- 14 years of age – be realistic about tasks
- In a workplace which can be daunting
- Students are expected to learn from their experience
- Will be following the rules of the company – but will not be asked to do anything inappropriate for their position
- What you put in = what you get out
- Take advantage of the experience to develop character and resilience



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Some "snippets" from previous Y10 students

- "I couldn't believe they offered me a job at the end & said they'd call me as soon as I'm 16!"
- "I made friends with people my age and was told I was a pleasure to have there! They made sure I had long breaks and could go out for dinner. I was gifted a perfume at the end of the week which was a lovely surprise"
- "I learnt a lot about the real-world when working and this placement inspired me to really work hard to remain in further education for longer."
- "I loved learning new skills and being trusted with some of the machinery".



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Timeline

October 2025	October 2025	December 2025 12th	February – June 2026	6 th July – 10 th July 2026	From w/c 14 th July 2026
Information evening Complete forms	Assembly for students. Form Tutors to deliver sessions about the different sectors available.	Students complete their application forms	Discussions take place to ensure work placements are suitable. Contracts handed out	Work Experience week	Reflection work completed during tutor time.



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Mr. Richard Jones

Business and Education Together



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What is Work Experience?

Work experience is an unpaid voluntary short term work placement. It usually involves shadowing another person and learning about the job that he or she does.



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What now & why so early?

- **There are almost 300 of you in the year group....!**
- **Start to think about what you might like to do**
- **See what places are out there – research**
- **Make a phone call and see if its possible (SAP)**
- **Fill out the paperwork (work experience forms)**

Paperwork

Student Arranged Placement (SAP)

STUDENT ARRANGED PLACEMENT FORM (SAP)

B&E Together Ltd
Deane Valley College
Manvers Park
Wath - Upon - Dearne
Rotherham S63 7EW
01709 513380

B&E Together
Business & Education

STUDENT DETAILS

School Name: Aston Academy
Student Name: _____ Tutor Group / Form: _____
Student Signature: _____

COMPANY DETAILS (OR ATTACH BUSINESS CARD/COMPLIMENTS SLIP)

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

MAIN COMPANY CONTACT DETAILS

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

STUDENT JOB DETAILS

Job Title: _____ Dates: 6th-10th July 2026
Working Days: Monday to Friday Working Hours: _____

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 as appropriate)

1) Has Employer Liability Insurance (please give details below) - The placement cannot take place without this in place.
Insurance company: _____ Policy number: _____
Expiry date: _____

2) Has a written Health and Safety policy (if 5 or more employees) YES NO

3) Offers this place in addition to our existing/hormal commitment YES NO
(Students may already be allocated existing places, please don't let them down.)

Consent/ Matching Form (for B and E to place)

Work Placement Selection Form

B&E Together Ltd
Deane Valley College
Manvers Park
Wath Upon Dearne
Rotherham S63 7EW
01709 513380

B&E Together
Business & Education

STUDENTS SECTION

SCHOOL: Aston Academy Tutor Group/Form: _____
6th July- 10th July 2026 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.
It can severely limit our options 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

Please tell us your last Primary School: _____



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And finally.....thank you for attending this evening...

- Please complete the paper consent form (GREEN) or electronically using the QR code by **December 12th**.
- Hand in to reception/ Y10 team/ Mrs Adams or email to richard.jones@be-together.co.uk
- Hand in any **YELLOW** Student Arranged Placement (SAP) forms in the same way as above
- Spare forms are in the Y10 Office/ Mrs Adams' office or can be downloaded from our website.



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Paperwork

Consent/Matching Form for Work



Self-Arranged Placement Form for Work



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