



Rye College
The Grove, Rye, East Sussex TN31 7NQ
T: 01797 222545 E: office@ryecollege.co.uk
www.ryecollege.co.uk

Executive Headteacher: Mr Barry Blakelock
Headteacher: Mr Dom Downes

9th November 2022

Dear families,

Year 10 work experience June 26th to 30th June

Log-in information

We are writing to follow up on previous work experience letters as your child has not yet submitted choices or an own find on Aspire. Back in September, students had the opportunity to complete this in Life Education lessons and have had several reminders since.

After Christmas, the Aspire team will begin to complete health and safety checks on 'own find placements.' They will also begin the matching process as outlined below. Please could you speak with your child and either find a placement or encourage them to make choices as soon as possible. Below is information from previous letters for reference.

Students have all been given hard copies of their login information. When accessing the system, this can only be done via a computer (not a phone or tablet) and through the web browsers Google Chrome, Internet Explorer, or Microsoft Edge. The website for this is <https://aspire.eastsussex-brighton.org.uk/wexpupilchoiceslogin.aspx?aspirenetview=student>

If your child has misplaced their letter, please send them to Mrs. Starkey.

Own find placements

Students are encouraged to find their own placements. This way they are more likely to find something they are really interested in. Details of own find placements should be entered on to the website, once logged in. This will include contact details of the employer, and the work that the student will be undertaking. It is essential that all employers have employer liability insurance, or the placement cannot go ahead. The deadline for this is Friday 7th October. Please remember that own find placements in Kent and beyond may incur a charge if a health and safety check must be completed.

Matching service

If your child is unable to find their own placement, an alternative can be found through the Aspire system. This requires students to search for placements they may be interested in and enter **FOUR** choices on to the system. The work experience team will then endeavour to try and allocate one of these four choices. It is extremely important that your child chooses four appropriate placements. We would encourage you to assist your child at home when making their choices.

Aspire advise that students look for placements that are not necessarily within the immediate area of the school as by doing this it could open more potential opportunities for them to choose. However, not all placements are easily accessible by public transport, so please ensure that your



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child is able to travel to all four of their choices. We are unable to reimburse any transport costs incurred.

Careful consideration must be given to what sort of activities may be possible in a placement and whether it would be enjoyable and rewarding. For example, many might like to gain experience of working in a solicitor's office but, owing to client confidentiality, some of the tasks that the student is allowed to do can sometimes be quite limited. The deadline for this is also 7th October.

Reference documents

Useful documents regarding contacting employers and finding your own placements, as well as other information can be found in the work experience section of our website [Work Experience | Rye College | Aquinas Trust](#)

If you have any questions, please contact Mrs. Starkey via the school office. Office@ryecollege.co.uk or ask your child to find her in school. She will then forward any issues to the Work Experience Team

Yours sincerely,

Mrs. D. Starkey

Learning Director KS4

