



Tibshelf Community School  
Doe Hill Lane  
Tibshelf  
Alfreton  
DE55 5LZ

October 2024

Dear Parent/Carer,

**RE: Work experience Monday 21<sup>st</sup> July – Thursday 25<sup>th</sup> July 2025**

A reminder your child will be completing a work experience placement during the last week of the school year. The deadline to completely finalise a placement is Friday 4<sup>th</sup> April 2025.

This includes sharing a proof of placement and employer details with school using the Tibshelf work experience form link which will be emailed to students and parents. The sooner your child completes this process the better, so our school and work experience database provider 'Safety Measures' can carry out any necessary health and safety checks.

A database of approved employers can be found at <http://safetymeasures.work-experience.co.uk>.. Login details are the same for every student and will be emailed to student email addresses.

Login: tibshelfstudent

Password: Tibshelf2324# (note this must be a capital T)

Further support material and guidance around work experience can be found on our school website and has been shared with students during their tutor time sessions and on Personal Development Day.

All placements must be health and safety checked and are required to have appropriate insurance cover. In respect of this, parent/carers are now required to sign for their son/daughter's participation in the work experience process and sign the placement's job description and risk assessment. Students will not be allowed to attend any placement without full completion of all parts of the process.

If your child does not sort a placement by the deadline, unfortunately school will then allocate them a placement with an employer.

If you have any queries/questions or if there are any problems/situations we should be aware of please do not hesitate to contact myself or reception on the above telephone number or email [info@tibshelf.derbyshire.sch.uk](mailto:info@tibshelf.derbyshire.sch.uk)

Yours sincerely

Miss Thorpe

Deputy Director of Personal Development

Headteacher: Lucie Wainwright

01773 872391

[www.tibshelf.derbyshire.sch.uk](http://www.tibshelf.derbyshire.sch.uk)

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