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> Headteacher Rachel Henocq

23 January 2025

Dear Parents/Carers and Year 10 Students

Further to previous communication regarding work experience, please see the below information on the next steps.

Once the health and safety visits have been made to the placements and the work experience team at East Sussex County Council have approved them, you will receive an email with three forms to complete.

These forms include:

- Parent/Carer Agreement
- Safeguarding Agreement
- Emergency Medical Contact Form

Additionally, your child will receive a Student Agreement by email. These emails will be sent from

noreply@eprospectus.co.uk. This will also require signing by your child.

What You Need to Do:

- 1. Open the email and click on the link for each of the agreements.
- 2. Carefully read through the agreements and fill in the required information.
- 3. At the bottom of each agreement, click the blue 'Sign' box.
- 4. You will be prompted to type your name in the top box, which will create an e-signature.
- 5. After signing, click 'Confirm' to complete the process.

Examples of the process can be found in the screenshots below:

Work Experience - Signature Needed	$\label{eq:statestard} \begin{array}{c} \mbox{Student Agreement} \\ Pass and to denote this. Here points were the type between type between the type between type between the type between the type between type between the type between type between the type between the type between type between the type between the type between type between type between the type between type between type between the type between type be$	Student Agree Research to the second of the	
Dear Sayld Was have applied for work experience at East Susses County Council, Before you can do this we need you to sign an agreement, Please click on the link below to access the form: Student, Agreement - <u>https://sat.</u> <u>admin.interschile.co.uk/signing?wex.student.agreement.sign?</u> Md: 320	EINCLOCH WORK CONTRIGUES ADJRESS ADJRE	Restance Restan	
If you need any assistance please contact support title streed account and quote work experience placement No: 29 Regards The eProspector Team		an a	

Important Reminder: Agreement Forms Required Before Placement

The Parent/Carer Agreement, Medical Contact Form, and Student Agreement must be completed before your child's work experience placement can take place. These emails will be sent out in the coming weeks, once the placements have been confirmed and approved by the work experience team at East Sussex County Council.

Best wishes

E Lane Ms Emma Lane Work Experience Coordinator / Library Supervisor

