

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:

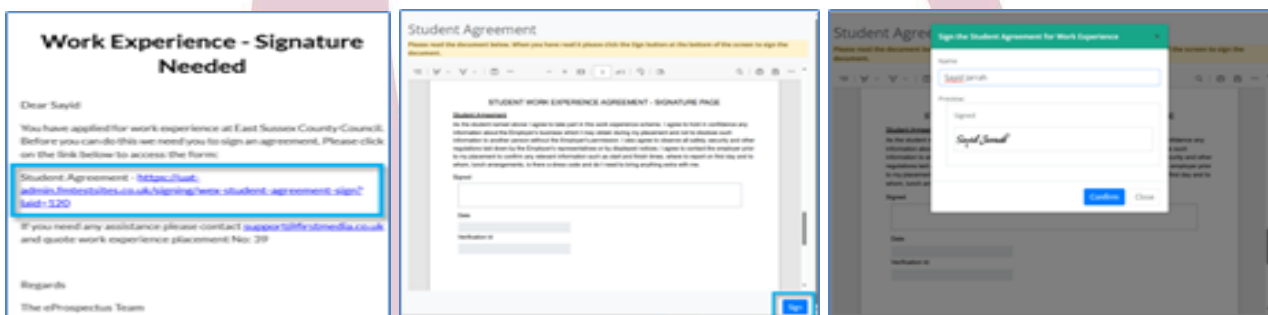
- Parent/Carer Agreement
- Safeguarding Agreement
- Emergency Medical Contact Form

Additionally, your child will receive a *Student Agreement* by email. These emails will be sent from [noreply@eprospectus.co.uk](mailto: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:



#### 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

*Emma Lane*  
Ms Emma Lane  
Work Experience Coordinator / Library Supervisor