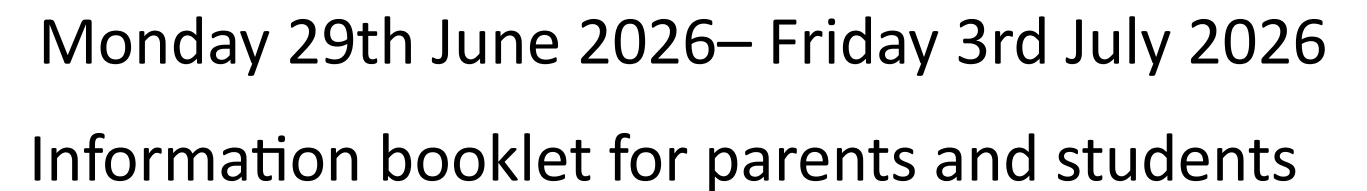


- speak to your tutor; they are experienced in mentoring current year 11 students in finding their best post 16 opportunities
- speak to Miss Lombardo before Period R line up
- email Miss Lombardo at: gloria.lombardo@woodlands.southampton.sch.uk



Contents:

- Letter to parents
- What is work experience
- Work experience placement preparation
- Telephone contact and draft email example
- Frequently asked questions
- Advice from last year's students
- Work experience placement form
- Work experience disclaimer form

ADVICE FROM LAST YEAR'S STUDENTS

We asked some of our current year 11 students the following question:

"If you could go through the work experience programme again, is there anything you would do differently?"

Here is what they said:

"If I could do this experience again, I would start looking for a placement earlier as I feel I may have left it a bit too late and a lot of the vacancies in the sector I really wanted to work in had been taken."

"I don't think I would do anything different as I really enjoyed my work experience placement and felt it was very beneficial to my future career path."

"I wouldn't change a thing! I loved my placement, learnt lots of things and met lots of new people. My advice to current year 10 students would be to think about where you'd really like to go and be assertive. Approach employers who you would really love to work with – they may well say yes!"

"I would have spoken to someone at school who could've given me some advice instead of worrying that I didn't really know what I wanted to do where I wanted to go."

"If I were to do the work experience again I would try to look for a placement earlier and ask more places. I would also have gone and asked places face to face instead of by email as this was a long process and some employers didn't respond."

Remember to always speak politely and clearly and remember to thank people for their help.

It might be a good idea to keep a log of your calls to prevent duplicating calls to the same businesses. WE ARE EXPECTING EVERYONE to find their own work placement, support and guidance is available.

We recommend you start sourcing potential placements as soon as possible, do not leave this until the last minute.

FREQUENTLY ASKED QUESTIONS:

1. What if I do not want to do work experience?

Work experience is a compulsory part of the Year 10 Careers Curriculum and we expect all students to find a placement and take part in the programme. Holidays or other absence from school arranged during this time cannot be authorised.

2. Will I be paid for work experience?

Students will not be paid whilst on work experience placements. This is because it is part of the educational curriculum. Employers and businesses are supporting students by offering the experience of the workplace.

3. Can I do my work experience on different dates?

Work experience placements can only take place between 29th June– 3rd July 2026.

4. What if I have no idea what I would like to do?

Think about the kind of roles you think you would enjoy or would like to know more about. Miss Lombardo, the school's careers co-ordinator is always available if you would like to about work experience or you can also talk to your tutor.

5. Where can I get an own placement form?

Printed copies of the form can be obtained from the school administration office or Miss Lombardo. Electronic copies of the form can be requested by emailing Miss Lombardo directly on gloria.lombardo@woodlands.southampton.sch.uk

6. Who do I return my completed form to?

Completed form can be returned to the school's administration office or directly to Miss Lombardo Electronic copies of the completed forms can be emailed directly to Miss Lombardo on gloria.lombardo@woodlands.southampton.sch.uk

Dear Parents/Carers

Year 10 Work Experience Week – Monday 29th June – Friday 3rd July 2026

This week we are launching work experience with Year 10. The aim of Work Experience is to enable students to develop their employability skills and help with formulating plans for post-16 and future careers.

All Year 10 students will be provided with information and guidance on the procedures and preparation for Work Experience.

Arrangements:

We would encourage students to find their own work experience placements and would recommend they contact companies in order to secure a placement in an area they are really interested in and one that reflects their ability and aptitude. It is vital that students consider this carefully to find the most beneficial placement. Students should make such contact under the guidance of an adult, either at home or in school. We recommend students use their school email address, rather than contact individuals via social media. Ideally, students will find a placement within the wider community in the Southampton area.

Duration

Work experience lasts 5 days from Monday 29th June 2026 to Friday 3rd July 2026.

Payment

Students on Work Experience must not be paid, nor can the Education Authority or school accept any payment. If an employer wishes to reimburse students for the cost of travel, or provide free transport or canteen facilities, this is allowed.

Hours of work

These will be normal hours worked by young employees of the organisation concerned and no more than 8 hours in a day and 40 hours in a week. Starting and finishing times may vary depending on the type of work involved. Placements should not start before 7.00am or finish after 7.00pm depending on the availability of transport. When placements involve on-site work, travelling time is not included in the normal working hours.

Health and Safety

Each employer must complete a risk assessment for each Work Experience placement. In addition, all employers are checked for health and safety and general suitability by Hampshire Futures. This applies to all placements. If these checks are not completed before the start date your child will not be allowed to go to this placement.



Minstead Avenue, Harefield,
Southampton SO18 5FW
Telephone: 023 8046 2322
023 8046 3303 (24hr)
023 8047 4866 (Community Office)
Fax: 023 8046 2342
Email: info@woodlands.southampton.sch.uk
Website: www.woodlands.southampton.sch.uk



WEX Own Placement Form: Monday 29th June – Friday 3rd July 2026
PLEASE USE CAPITAL LETTERS TO FILL IN THIS FORM

Student Details	
First Name:	Surname:
Postcode:	Tutor Group:

Employer Details	
Company Name:	Main Contact:
Type of Business:	Position:
Address:	Telephone:
	Mobile:
Postcode:	Email:

Employers Liability Insurance (E.L.I)		
Insurer:	Policy Number:	Expiry Date:

Placement Details (please be clear if doing one or two weeks of work experience)		
Start Date:	End Date:	Working Hours:
Brief Job Description:		Dress Code and any other special requirements:

Minstead Avenue, Harefield,
 Southampton SO18 5FW
 Telephone: 023 8046 2322
 023 8046 3303 (24hr)
 023 8047 4866 (Community Office)
 Fax: 023 8046 2342
 Email: info@woodlands.southampton.sch.uk
 Website: www.woodlands.southampton.sch.uk

MAKING A TELEPHONE CALL TO SECURE A PLACEMENT

Before you dial:

- Have a pen and paper ready to record any information you are given
- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance. (If not, you can ask the first person who answers for the Human Resources Manager, Personal Manager, Work Experience Supervisor)

Making the call:

- Ensure that there will be no distracting background noise (e.g. music, traffic, friends)
- Dial the correct number

When someone answers:

- Say 'Good Morning' or Good Afternoon as appropriate
- Introduce yourself, giving you name and your school
- Explain why you are phoning e.g. 'I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between Monday 29th June - Friday 3rd July 2026
- Explain why you would like to do your Work Experience there
- Ask to speak to someone that can help you
- Remember to ask for the person's name

If you are passed to a different person:

- Introduce yourself again in the same way and repeat the information suggested above

If the person agrees to accept you for Work Experience:

- You will need to arrange for the Work Experience Employer Agreement form to be completed.

Please advise the employer of this and arrange to either send or take the form to them

- The form must be signed by a person in a position of responsibility e.g. a manager
- The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience

DRAFT LETTER / EMAIL TO AN EMPLOYER – Example letter below

Send a letter/email to the employer – don't forget to include a stamped, self-addressed envelope for them to return their response back to you.

If you don't include a stamped self-addressed envelope, **remember to include your telephone contact number.**

Your home address goes here

Date

Contact person in the Company if known or

Company Address

Dear Contact person in the Company or

Dear Sir/Madam if not known

Work experience 29th June – 3rd July 2026

In July 2026, all Year 10 students at Woodlands Community College, where I am currently studying, have the opportunity to go on a week work experience placement. I am writing to ask if you would consider letting me work in your (company/organisation/school) from Monday 29th June to Friday 3rd July 2026.

I am interested in a work experience placement with your (company/organisation/school) because... (Include here: why you want to work here, and whether there is anything you would particularly like to learn new skills in. It might be useful to do some research about the company to support what you are saying).

At present I am studying for my GCSE's (Include here: The subjects you are studying and enjoy. Include those which may help you on your work experience, such as your pathway subject English, a foreign language, etc.) (You could also mention any extra-curricular activities that you do in your spare time which may help you in your work experience.)

I feel that I could learn a number of new skills through work experience with your (company/organisation/school). I hope that you will be able to offer me this opportunity.

I look forward to hearing from you.

Yours faithfully

Your signature

Your name in full

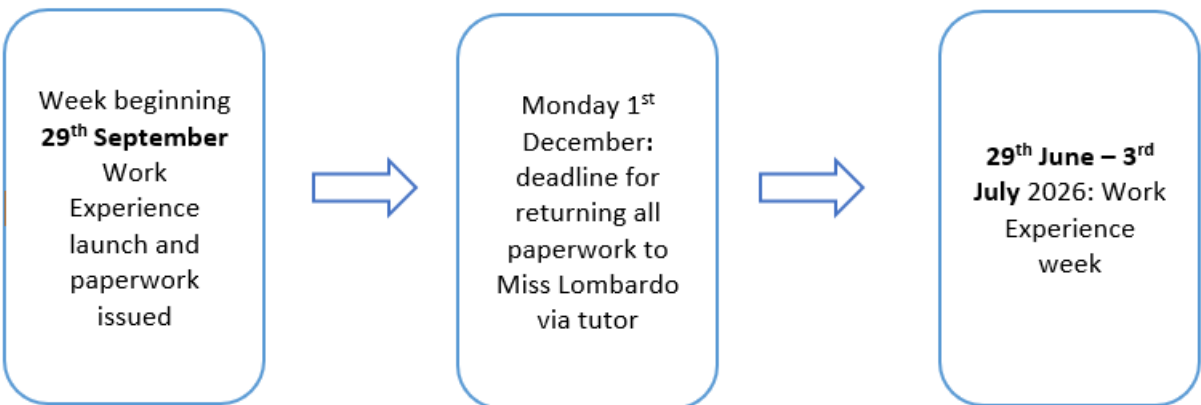
Email address

Keeping to the deadline is important as each potential placement needs to be confirmed and risk assessed, which takes considerable time for the whole year group. A placement cannot go ahead without going through this process and receiving approval from school. You will receive this at the beginning of the summer term.

Please encourage your child to respect the deadline, as late forms will not be processed until all other placements are organised.

Students have been advised that if they are having difficulty in deciding what to do or where to start, to seek advice from their form tutor in the first instance. Please encourage your child to speak to their form tutor or the school's careers co-ordinator, Miss Lombardo, if they are in any doubt about what to do or how to go about it.

Please see below a timeline, with deadlines, which has been shared with students:



Please sign the attached forms and return them to your child's form tutor or directly to Miss Lombardo by 1st December. If you have any questions or queries about Work Experience, please do not hesitate to talk to your tutor or Miss Lombardo.

Yours faithfully

G Lombardo

Miss G Lombardo

Careers Coordinator

gloria.lombardo@woodlands.southampton.sch.uk

Employer Agreement	
I confirm that this placement is agreed, subject to a health & safety visit and the student attending an interview/meeting nearer the date of the placement. I also confirm that the E.L.I will be in place at the time of the placement.	
Employer Signature	Date
Would you be able to offer another student a placement on the same date? Yes / No	
If yes, for how many students? _____	

Student Agreement	
I agree to accept the placement arranged by using the information provided on this form. I confirm that I have personally contacted the employer and arranged the placement.	
Student Signature	Date

Parent Agreement	
1. I agree with the placement choice made on this form and understand that there is no financial assistance available 2. I am aware that in order to arrange an appropriate placement, Woodlands Community College will need to pass on relevant information already held by the school, eg. Name, telephone number, age, special educational needs 3. I can confirm that my child does not suffer from any medical condition that could result in unnecessary risk to themselves or to others OR That they do suffer from a medical condition of which the employer should be aware (please note here) _____	
Parent Signature	Date

Work Experience Disclaimer

I fully understand that Woodlands Community College will accept no responsibility or liability for any incidents that may occur during the period of the work experience. I understand that by arranging my child's work experience placement, I am taking full responsibility for the safeguarding and well-being of my child.
Furthermore, I take full responsibility for my child during work experience week.

Any medical condition that the school is not aware of

Parent/Carer Signature _____

Print Name _____

Date _____

DRAFT LETTER / EMAIL TO AN EMPLOYER – Example letter below

Send a letter/email to the employer – don't forget to include a stamped, self-addressed envelope for them to return their response back to you.

If you don't include a stamped self-addressed envelope, **remember to include your telephone contact number.**

Your home address goes here

Date

Contact person in the Company if known or
Company Address

Dear Contact person in the Company or

Dear Sir/Madam if not known

1st paragraph – introduce yourself and explain why you are writing e.g.

My name is..... I am a year 10 student at Woodlands Community College in Southampton and I am looking for Work Experience from Monday 29th June – Friday 3rd July 2026.

2nd paragraph – explain what sort of Work Experience you are looking for and why you have chosen this company.

3rd paragraph – give some information about yourself, e.g. what are your best subjects at school, hobbies,sports, interests, skills and abilities etc.

4th paragraph – finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to a named contact)

Or

Yours faithfully (if addressed to Sir/madam)

Your signature

Your name in full

WORK EXPERIENCE PLACEMENT PREPARATION

Finding your own placement

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. All Work Experience can be equally valuable regardless of the careers link, providing it gives you a good opportunity to develop your Employability Skills.
2. **Look for a placement by asking your parents, relations and friends, if they know anyone doing the type of work that you are interested in.** You can also ask your tutor. Enquire at customer service desks, look at shop fronts and businesses in your local area, research in libraries and the internet. **Discuss your ideas with your parents and tutor.** Ideally, you should not arrange a placement where you will be working closely with a parent or relative, or part time job. It is important that Work Experience is a 'new challenge' in terms of people and environment.
3. **Consider the geographical location.** You need to take into account where you live, what transport links are available and how long will the travel times be from home to your placement.
4. **Contact the company or organisation and ask if they are prepared to accept you for Work Experience.** This can be done by telephone/personal visit or email. Make sure that you know the dates of your Work Experience and advise the company of these. Think about why you would like to do Work Experience within that organisation and remember to be enthusiastic in your communication.
5. **Once you have confirmed a placement, the Employer should complete and sign the Work Experience Employer Agreement form.** Send this or take it to the company or organisation. The form must be completed and signed by the employer to confirm that they agree to you doing Work Experience within their organisation.
6. **The Company must have Employer's Liability Insurance otherwise you will not be able to go there for Work Experience.** The insurer, policy number and expiry date will need to be recorded on the Work Experience Placement form.
7. The completed form should then be returned to your tutor or Miss Lombardo before the deadline date of **Monday 1st December 2025**. Your placement will be checked for suitability, insurance and health and safety before it is finally confirmed that you can go there for Work Experience.

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 they do

WHAT ARE THE BENEFITS?

- Gaining employability skills
- An opportunity to try something new
- Future employment opportunities
- Experience of the career paths available in your chosen field
- Making contacts
- It encourages independence, maturity and taking on responsibility

HOW TO DECIDE ON THE PLACEMENT?

The important questions:

1. What would your ideal occupation be?
2. What area are you most interested in?
3. What do you plan to study at college/university?
4. What are your areas of interest / hobbies
5. Which placements are available and useful to you?
6. Don't forget: Always aim high!

PLACEMENTS TO CONSIDER

- A field you are interested in
- Possibly something you know little about
- A placement you can get involved in and further develop in
- Somewhere which will give you a true insight into that profession

PLACEMENTS TO AVOID

- Easy options – "I'll work with my uncle"
- Somewhere you actually work already
- School – you already know what that's like!