



Work Experience

29th June to 3rd July 2026



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Responsibility



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Work Experience will be undertaken
by all Y10 students during the week
29th June to 3rd July 2026



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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.



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What are the benefits?



- Gain valuable employability skills.
- Find out what Employers are looking for.
- Experience for your future Apprenticeship/Job.
- Experience towards your CV. (Curriculum Vitae)
- Entry to University courses.
- Helps you to start your career plan.
- You can talk about this in interviews.
- Possibility of a Saturday job/part-time job, if you impress.



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Work Experience 2025 was extremely successful, the students made us incredibly proud.

YOU are expected to be at least as great as they were or even greater!



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Employers feedback



I would like to let you know about Amir Fakiri in his placement at St Christopher's Preschool this week.

He has been a joy to have here. He has shown he is hard working and will tackle any task given to him.

He has gone beyond what has been expected of him, as we are a pack away preschool, he has been coming in at 8.00am to help us set up and staying later to help pack away.

Nothing has been too much trouble for him even the menial tasks.

He has been a tremendous help to us.

He has fully engaged with the children and activities, helping with routines such as snack time.

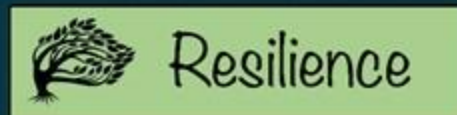
The children have responded well to him. We wish him every success in his future.

Vanessa was very well prepared and sought advice ahead of the placement.

Will W-P

Attending every day -
Lots of observations, to watch and listen. Very independent.

Dylan is a great lad with a eagerness to learn and achieve and we would like to keep him for another week and he is thriving working alongside members of my maintenance team and has already shown he is capable of doing many tasks





- Students are actively encouraged to **find their own placements** within specialised workplaces or geographical areas.
- Students will need to **contact employers directly** requesting a Work Experience placement for the week of 29th June to 3rd July 2026.
- Students are encouraged to email or phone employers explaining why they would like a Work Experience placement there and how it would benefit them.





You are starting this experience with a great advantage, TIME!

The local schools, nurseries, and employers are eager to offer placements and will do so to those who get there first.

Your journey starts today! Don't leave it too late or until other schools get there before you!



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How to decide on your placement?

- Firstly, think, “What do I want to do?”. The whole experience should be something you would like to do.
- You need to start thinking of a career that you may like to do in the future that you would like to try out.
- Think of things you are interested in, not what your friends are doing or what people tell you to do.



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



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Placements to avoid



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



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What's next?



Start researching (from today)



Contact an employer you might wish to do your Work Experience with



Fill out and return paperwork



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Important deadline:



1st December(return WE form)



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What's next?



Woodlands Careers

Parents/carers will be sent a letter, a disclaimer and the WE form that you'll have to fill in and return to your tutor (or Miss Lombardo).


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Head Teacher: Mr. Christopher B. Brown MBE
29th September 2025

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)
023 8046 2342
Email: info@woodlands.southampton.sch.uk
Website: www.woodlands.southampton.sch.uk


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July 2026

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:
Postcode:	Mobile:
Insurer:	Email:
Employers Liability Insurance (E.L.I.)	
Policy Number:	Expiry Date:
Placement Details (please be clear if doing one or two weeks of work experience)	
Start Date:	End Date:
Brief Job Description:	Working Hours:
Dress Code and any other special requirements:	

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Risk Assessments and Health and Safety checks



- Every place must be Health and Safety checked and have a risk assessment.
- helps pay compensation if an employee becomes ill or is injured while working for their employer
- Every employer **MUST** have Employers Liability Insurance for you to do WEX.



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Do you have further questions?



- speak to your tutor;
- speak to Miss Lombardo Room 203 before Period R line up
- email Miss Lombardo at:
gloria.lombardo@woodlands.southampton.sch.uk



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