



Wimbledon College

WORK EXPERIENCE Agreement Form

Section A Pupil Details

Pupil Name:	
Tutor Group:	
Date of Birth:	
Details of any disability, medical or special need that may affect work experience:	

Section B Placement Details

Type of Placement:		
Name of Placement Supervisor:		
Company or Organisation:		
Address:		
Contact phone number:		
Contact email:		
Employer Insurance	Name of Insurance Company:	
	Policy Number:	
	Expiry Date:	
Public Liability Insurance	Name of Insurance Company:	
	Policy Number:	
	Expiry Date:	

List of activities and experiences this work experience placement will include:

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I agree to the above-named pupil of Wimbledon College working at the above-named company or organisation for his work experience placement.

I have set out a job description detailed the sorts of activities and experiences the pupil will be expected to engage in.

I confirm that the company or organisation has appropriate insurance in place and that a specific check has been made with the insurers that a school pupil on work experience is covered by that insurance.

I confirm that the pupil will receive appropriate guidance, instruction, supervision and care in terms of health and safety and child protection.

Signed:	
Print Name:	
On behalf of (company/organisation name):	
Date:	

Section C Parent Details

Parent Name:	
Daytime phone number:	
Email:	

I am satisfied that the above work experience placement is appropriate for my son and that it provides a safe and adequately supervised environment.

I have notified the company or organisation of any disability, medical or special needs which might affect his work experience.

Signed:	
Date:	

Section D School Details

Queries, concerns or emergency contact before or during work experience should be addressed to:

Work Experience Administrator
Mrs Jen Lawrence
020 8879 9328
workexperience@wimbledoncollege.org.uk

Head of Line
Mr C Cole
020 8879 9311
grammar@wimbledoncollege.org.uk

The school address is: Wimbledon College, Edge Hill, London SW19 4NS
Main switchboard: 0208946 2533