



Wimbledon College

Poetry Work Experience

12th January 2026



Poetry Work Experience

- Why Work Experience?
- Key dates
- Finding a placement
- Health and Safety
- Getting ready for the first day
- Work Experience week
- After Work Experience



Why Work Experience?

- To give your son a taste of the **world of work**
- To allow him to try out **career aspirations** he may have
- To experience first-hand the **expectations** and **demands** of the workplace
- To **focus** his mind on what he then needs to do in school to gain access to his chosen career
- **Enjoyable and rewarding**



Key Dates 2026

Meeting for Parents

Wednesday 12th January

Assembly for Boys

Start of Spring Term

Agreement Forms deadline

Friday 8th May

Pre-Visit to Workplace

May half-term (advised)

Work Experience Week

**Monday 13th - Friday 17th
July**

Finding a Placement

- How do I find a placement?
- Ms Parrish is available in the careers room
Tuesday 3.10-4.00pm
- What if I can't find a placement?
- Can you help someone else?
- Can I extend work experience?



Writing to the company

Wimbledon College
Edge Hill
Wimbledon
SW19 4NS

Contact email address: Use your school [gmail](#) account

Date:

Dear Sir/Madam (or Mr/Mrs Somebody is better),

Work experience in [Business Name]

I am writing to ask if it is possible to undertake work experience with you/your company for a period of one week between Monday 9 July – Friday 13 July 2018.

I am currently a student at Wimbledon College studying for my GCSEs. My school allows us to undertake work experience in the summer term as part of the School's Work-Related Learning programme.

It is important to me to gain work experience in a business that interests me. I am writing to *[insert business name]* because *[I am especially interested in learning how a retailer operates]*. I am particularly interested in working in *[insert type of work]* department because *[this will introduce me to skills like organising tasks and communicating with customers]*.

I have some experience *[dealing with people and leadership as I am Sports Representative of my Tutor Group. I have also played rugby for the School, which demonstrates that I can operate in a team. In my spare time, I am interested in using computers to help my Father in his business; in particular I have a good knowledge of Microsoft Word and Excel]*. But of course I am hoping to develop these further whilst working with you.

I would be very grateful if you could respond to let me know if you are able to accommodate me for my work experience. You can contact me either by phone or e-mail above.

I very much look forward to hearing from you.

Yours faithfully (if you have used dear Sir/Madam) OR
Yours sincerely (if you have used a person's name)

Draft found in the
Work Experience
booklet

Please do not give
personal email or
phone number
out



Work Experience In The Past

- **Primary Schools**
- **TFL**
- **Fulham Football Club**
- **HSBC Bank**
- **Marks & Spencer**
- **BT**
- **Network Rail**
- **Kings College Hospital**
- **British Transport Police**
- **Titan Sports Academy**
- **City Hall**
- **Wimbledon Golf Club**



Health and Safety

- Insurance
 - Employers Liability Insurance Policy
(Public Liability Insurance)
- Child Protection
- Work Experience Agreement Form

Things to consider

Is the person a sole trader?

Is the experience safe?

Do they have a risk assessment?

Do I need to make the employer aware of any information about my son?

Parental checklist in the booklet

All placements are agreed at the Headteacher's discretion



The 'pink' form



**Wimbledon
College**

WORK EXPERIENCE Agreement Form

Placement Week: Monday 9 July – Friday 13 July 2018

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:

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 Co-ordinator
Ms Jen Lawrence
0208 879 9324
workexperience@wimbledoncollege.org.uk

Head of Line
Miss Caroline Bischoff
0208 879 9310
grammar@wimbledoncollege.org.uk

The school address is: Wimbledon College Edge Hill London SW19 4NS
Main switchboard: 0208 946 2533



Planning for Work experience

- Pre-placement day
- Arrange an appointment well in advance with the placement provider
- May half-term would be a good time to visit



Work Experience Week

Before Work Experience Week

- Checklist (in the booklet)

During Work Experience week

- General queries

rob.milloy@wimbledoncollege.org.uk

Safeguarding

safe@wimbledoncollege.org.uk



After Work Experience

- Evaluation and reflection of the week
- Thanking people



Pupil Engagement

- Pupils should be proactive and engage in this process, to identify their aspirations
- All students have Unifrog accounts where they can search in more depth about career choices

Where can I find this information?



- Work Experience pages on website

Final reminder:

**Agreement Forms deadline Friday 8th May
2026**



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