



# Wimbledon College

## Work Experience A Guide for Parents and Pupils 2026

Work Experience offers all Poetry (Y12) boys the opportunity to spend a week in a place of work towards the end of the summer term.

The aims of work experience are:

- To give your son a taste of the world of work
- To allow him to test 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 into his chosen career

The expectation is that parents and students work together to find a placement. The school can support in certain instances, but the process of looking for an employer is part of the process which we think is valuable to this experience.

### Key Dates 2025

Meeting for Parents	Monday 12th January 2026
Agreement Forms deadline	Friday 8th May 2026
Pre-Visit to Workplace	<i>Suggested</i> May Half Term Break
<b>Work Experience Week</b>	<b>Monday 13<sup>th</sup> July – Friday 17<sup>th</sup> July 2026</b>

### Finding a placement

As part of our continued commitment to Careers Education and Guidance at Wimbledon College, we invite all of our Year 12 students to participate in our annual work experience

programme. Work Experience is an important part of the academic year for Year 12 students to gain a valuable insight into the world of work and develop key employability skills. It also allows students to have an increased awareness of possible job options, as well as developing confidence in a workplace. Many employers now require young people to have attended work experience prior to employment and will expect to discuss this at interview.

To prepare students for the future, we require them to take responsibility for organising their own placement. This is so that the student is directly involved in choosing the right placement, taking ownership of their choices and to gain first-hand experience of the application process. This independent and proactive approach will also allow the student to potentially meet with the employer prior to the start of the placement and gain an insight into the working environment during the week. To be successful in securing a placement, employers will expect the student to have carried out some independent research into their business, so they can demonstrate a genuine interest in their company. Placements can be competitive, particularly in some specialist areas of employment. Students may not succeed first time round and therefore they may need to think more broadly to widen their applications across a variety of job roles and/or employers.

Over the years we have had very positive feedback from students and employers, with some students going on to secure part time jobs, apprenticeships and employment by developing links with employers and their employability skills.

Boys should not usually seek a placement with parents. We would also suggest that travel should not usually be more than an hour each way.

## Where can I get support to find a placement?

We encourage boys to be proactive in their approach to finding a work placement. It is therefore advised to arrange this sooner rather than later. If they leave it to the last minute, it is less likely that a good placement will be found for your son.

We will support you and endeavour to provide contact details – but we do rely on parents to be very involved in making the arrangements with their son.

Boys can see the Careers Advisor **on a Tuesday from 3.10pm** in the Careers Room for advice and support.

## Can you help someone else?

It may be that you, or your employer, are able to offer a work experience placement. If your own son does not want to take up that placement, we would ask you to consider offering it to another boy. Please contact [james.skinner@wimbledoncollege.org.uk](mailto:james.skinner@wimbledoncollege.org.uk)

## Health and Safety

Your son's health and safety is of the greatest importance. You must be satisfied that the placement provider (or the person who will be directly responsible for your son) is suitable. The placement must offer a clear "job" for your son to do and the activities and experiences should be set out in the agreement form. You should visit the location where your son will work and be confident that the workplace is safe and well regulated. You should seek assurance from the placement provider that your son will receive suitable and sufficient instruction, guidance and supervision. If he needs special clothing or protective gear, you need to establish that these will be provided by the placement provider.

Pupils are not permitted to do work experience in certain hazardous environments. Any such proposed placements will be picked up by the school and a risk assessment made. We will discuss any concerns or legal restrictions with parents on an individual basis.

Ultimately the school, in liaison with the Local Authority, has responsibility for approving or refusing permission for any particular placement.

## Insurance

The placement provider must have **Employers Liability Insurance**. The insurers must be asked specifically whether a pupil on work experience is covered by the policies. This will need to be provided to the school via the blue form. It may be useful to check that the employer has **Public Liability Insurance** if your son is partaking in a job where he is interacting with the public.

It is particularly important that the placement provider is fully aware of any **disability, medical or other need** your son may have which might affect the work they do or the way they need to be treated. Please give this careful thought and make sure the placement provider is fully informed.

## Child Protection

It is not a requirement that any or every adult your son will work with on his placement need have a child protection criminal record check (DBS-Disclosure and Barring service). We would prefer if your son was working with a range of people so that he can learn from different people during his work experience placement. If your son will be working solely with one person and there will not be other people around, it may be sensible to ask the person to undergo a DBS check.

If you are worried about the safety of your son or the safety of another student please call the school straight away on 020 8946 2533 or email [safe@wimbledoncollege.org.uk](mailto:safe@wimbledoncollege.org.uk)

## Work experience agreement form ('pink form')

This form is designed so that pupils, parents, placement providers and the school all share the key information which sets out the terms of the work experience placement. Please fill out the form with care and ensure that your placement provider does the same.

Once completed, the school will contact the employer with key information to ensure that a successful and safe placement is provided. Pupils should then agree an appointment, at the convenience of the work placement provider. We would suggest that this ideally takes place for the May Half Term Break.

It is vital you keep your tutor and the careers office informed of any potential difficulties, to allow us to assist you with the smooth running of your placement. The school office will advise you if any aspect of your child's paperwork is missing for you to follow up with the employer. We regret that if any essential paperwork is missing the work experience placement will not be authorised by the school.

**The blue form is due in on Friday 8<sup>th</sup> nd May 2026.**

## Pre-visit day

It is your son's responsibility to contact his placement provider and make arrangements to visit. The purpose of this visit is to go over what will be required of your son during his work experience placement and should include:

- The time he is to arrive for work and finish work
- What he is to wear
- What the arrangements are for food and drink
- The activities and experiences he can expect to do
- Any rules about what he can and can't do
- Health and safety rules; fire drill; dealing with emergencies
- Expectations of standards, behaviour and attitude
- Who his supervisor is and how he can raise questions or concerns with them
- A guided tour

This pre-visit will also allow your son to familiarise himself with the route and ensure he arrives on time on the Monday morning.

## Work experience week

Most boys thoroughly enjoy work experience and find it fulfilling and challenging. It also provides an insight about the demands of the world of work and the necessity of doing well in school if they are to get into the careers that they want.

During work experience week, it is vital that your son:

- Is on time each day
- Is smartly and appropriately dressed
- Sets about the tasks he is given with openness, enthusiasm and a real desire to learn
- Takes opportunities to ask questions, gain new experiences and talk to people
- Gets enough sleep and is fit for work each day

## What happens after work experience?

On return to school, pupils are debriefed about work experience and helped to reflect on what they have learned and the questions their week may have raised about the future. We see a marked maturing of boys following work experience. It focuses their minds on career paths and the qualifications they need to gain. We arrange for pupils to write a thank-you letter to their placement providers.

## Checklist

Parents may find this checklist useful in discussing a placement with a potential placement provider:

- What will your son be doing?
- Does the placement provider have Employer Insurance?
- Does the placement provider have Public Liability Insurance?
- Have they checked that their insurance specifically covers a school pupil on work experience?
- Are there any hazards or risks involved?
- What named individual will have immediate responsibility for supervising your son?
- What hours will your son be expected to work?
- What clothing will he be expected to wear?
- What will happen if the placement provider is not happy with some aspect of your son's work, time-keeping, attitude or behaviour?
- What arrangements are there for food and drink during the day?
- What arrangements will be made for daily feedback for your son on how he is doing?

## Problems during work experience week

If you, or your son, or his placement provider have any general queries during the work experience placement, you should contact Mr Milloy.

It is very rare that a placement has to be terminated. If this does happen, your son will be expected to work in school for the remainder of the week.

## Contacts

### **Head of Line**

Ms Torto

0208 879 9310

[Rob.milloy@wimbledoncollege.org.uk](mailto:Rob.milloy@wimbledoncollege.org.uk)

### **Safeguarding**

0208 879 9310

[safe@wimbledoncollege.org.uk](mailto:safe@wimbledoncollege.org.uk)

Wimbledon College  
Edge Hill  
Wimbledon  
SW19 4NS

Contact email address: Use your school gmail account

Date:

Dear Sir/Madam (or Mr/Mrs [surname] *is better*),

**Re. 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 13<sup>th</sup> July – Friday 17<sup>th</sup> July 2026?

I am currently a student in Year 12 at Wimbledon College studying for my A Levels/BTECs. 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 *[complete with your reason why here. For example, I am especially interested in learning about how a retailer operates and want to understand more about this industry]*. I am particularly interested in working in *[insert type of work]* department because *[complete your answer here. For example, this will introduce me to skills like organising tasks and communicating with customers]*.

I have some prior experience which I think will make me suitable for taking on work experience with your organisation, such as *[fill in relevant skills here. For example, communicating with people and demonstrating leadership skills through my role as 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]*. 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 by the e-mail address 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)*

*[Your name]*