



# WOOD GREEN ACADEMY

A Specialist College of Sport, Maths & Computing

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Dear Parent /Guardian

## Work Experience Scheme

W/C Monday 24<sup>th</sup> –Friday 28<sup>th</sup> September 2018 (population 1)

W/C Monday 1<sup>st</sup> October to Friday 5<sup>th</sup> October 2018 (population 2)

Our Work Experience Scheme in 2018 will involve your son/daughter undertaking a one week work experience placement on one of the above dates when they start Year 11. Work Experience takes a lot of organisation and I am sure you will appreciate the planning that it involves, thus we are preparing pupils a year in advance.

We hope that every pupil will take part and it is hoped that these placements will be regarded with importance as this is an excellent opportunity for your son/daughter to gain valuable employability skills and knowledge and an employer work reference for further studies / job applications.

It will involve pupils coping in an adult environment and experiencing different working conditions, relationships, hours of work and travel arrangements to those of a school day.

All pupils are encouraged to find themselves a suitable placement to make the process similar to applying for a job and therefore realistic and your son/daughter will have access to the Employer database that we use in school, which will allow him/her to research suitable WEX placements.

The attached (Company details forms) will need to be completed for the placement to be organised and confirmed, as all placements will need to be Risk Assessed before students will be allowed to go on their work experience. Also, it is important that the placement has been agreed and signed by a member of the company, before the school makes contact.

For Health & Safety Verification of the placement, we will need a copy of the Employer's Liability Insurance (ELI). Without ELI the placement cannot be approved.

During the placement itself, the employer and student will be contacted to check there aren't any problems and also to discuss how the student is getting on. This will be done either by a phone-call or via email by a member of school staff.

The student will be encouraged to keep a work diary during the placement, so that they can evidence the skills that they gain and also the tasks that they undertake. This log book will be provided by the school.



**"A Leading Edge Partnership School"**

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