

REF: JPH/KGW/ABR  
8<sup>th</sup> September 2025



Wednesfield Academy  
www.wednesfieldacademy.co.uk

Dear Parents/Carers,

**Year 12 Work Experience Week**  
**Monday 13<sup>th</sup> July 2026 to Friday 17<sup>th</sup> July 2026**

Work experience has long been recognised as one of the best ways to help young people prepare for the world of work. It can help students get a taste of the workplace, expand their networks and gain transferable skills to support their future university or apprenticeship applications.

Year 12 Work Experience will be taking place on Monday 13<sup>th</sup> July 2026 to Friday 17<sup>th</sup> July 2026. Pupils have been informed of these dates to start contacting potential placements. Work experience is compulsory for all students and, although students are responsible for finding their own placements, the school will give students advice and offer additional support where needed.

It is important to keep in mind that:

- Employers must have Employer's Liability Insurance and health and safety procedures in place
- Students must not work after 10.00pm or before 7.00am and must not work for more than 8 hours a day.
- Students must have a 30-minute break for any shift lasting more than 4.5 hours and must have at least 12 hours off between each working day.

Some ideas of business would be Wolverhampton City Council, A F Blakemore, The Royal Wolverhampton NHS Foundation Trust and Primary or Secondary Educational Settings.

When your child has secured their placement, please complete this [Parent/carer form](#) and your child will need to ask their employer to complete the [Employer form](#). **The deadline to complete these forms is Thursday 9<sup>th</sup> April 2026.** Both forms must be completed, or the placement will not be able to go ahead.

We will prepare students for their placement in the summer term and school staff will visit students during their placement (or make contact where a visit is not possible) to ensure everything is going well.

If you have any queries, please do not hesitate to contact Miss Brough (Sixth Form Co-ordinator) by calling 01902 558222 or email [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk).

Yours faithfully

Mr J Phillips  
**Headteacher**