

REF: JPH/KGW/ABR

2<sup>nd</sup> September 2026



**Wednesfield Academy**  
[www.wednesfieldacademy.co.uk](http://www.wednesfieldacademy.co.uk)

Dear Parent/Carer

**Re: Year 12 Work Experience**  
**Wednesday 14<sup>th</sup>, Thursday 15<sup>th</sup>, Friday 16<sup>th</sup>, Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup> July 2027**

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 the following days Wednesday 14<sup>th</sup>, Thursday 15<sup>th</sup>, Friday 16<sup>th</sup>, Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup> July 2027. Pupils will be informed of these dates on Wednesday 2<sup>nd</sup> September 2026 where they should start to contact 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 work a minimum of five hours and no more than eight 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.
- Work Experience hours should be unpaid during the week.

Students will be supported throughout the work experience process, beginning with assemblies during the first week back. In addition, they will have access to dedicated guidance sessions and a Padlet containing a wide range of resources, including information on a variety of companies that could provide work experience opportunities.

We also have a Work Experience Board showcasing placements completed by previous students who have had highly successful experiences. This provides examples and inspiration to help guide your child as they search for and secure a suitable placement. We have also have a range locations advertised on the Sixth Form Padlet. Please scan the QR code for more details and contacts.



Wednesfield Academy  
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West Midlands  
WV11 3ES



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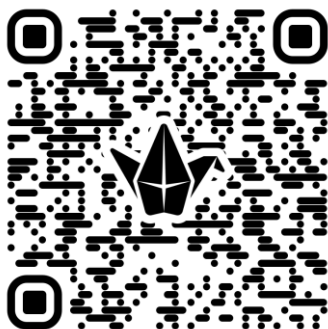


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Some ideas of business would be Wolverhampton City Council, A F Blakemore, The Royal Wolverhampton NHS Foundation Trust and Primary or Secondary Educational Settings.

When your child has secured their placement, please complete this [Wednesfield Academy Work Experience Placement - PARENT/CARER form 2027 – Fill in form](#) and your child will need to ask their employer to complete the [Wednesfield Academy Work Experience Placement - EMPLOYER FORM 2027 – Fill in form](#). **The deadline to complete these forms is Friday 15<sup>th</sup> January 2027.** 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 Phillips  
Headteacher



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