



# Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Headteacher: Mr R V Booth BSc  
Woodcote Road, Wallington, Surrey, SM6 0PH  
Telephone 020 8647 2380  
Facsimile 020 8647 2270  
[info@wallingtongirls.org.uk](mailto:info@wallingtongirls.org.uk)  
[www.wallingtongirls.org.uk](http://www.wallingtongirls.org.uk)

January 2022

Dear Parents/Carers

## Year 11 Work Experience

This year, Work Experience will again form part of the Key Stage 4 curriculum, taking place in Y11. Work Experience gives students valuable insight into the world of work, encourages them to develop their enterprise and employability skills and helps them explore potential careers. The Department for Education's most recent careers strategy requires students to have had two experiences of a workplace by the age of 18, additional to any part-time job they may have. It enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course. Many university courses are highly sought after and relevant work experience can indicate that a student is serious about studying it further.

Finding a placement can often be a daunting task and so we appreciate your support in helping your child to find a suitable experience. You can do this by considering whether you have any contacts which your child can use and by helping them to explore and research local companies which may be able to provide a placement. You may also be able to offer a work experience placement to another WHSG student; if this is the case, please contact me at the address below

The dates for work experience this year are 11<sup>th</sup> July to 15<sup>th</sup> July 2022. We, as a school, are encouraging students to find their own placements to ensure that the placement is both suitable and relevant to the individual. Once students have found a placement they will need to ensure that the organisation completes the risk assessment. They will also need to input the details of the placement on the [Microsoft Form](#). A copy of these links can also be found on [careers online noticeboard](#) and on the Careers section of the school web site.

Please could we ask all parents & carers to complete a Microsoft Forms consent form via [this link](#). This form should be completed and returned by **Tuesday 1<sup>st</sup> February**. A copy of the work experience Q&A Information Sheet, Work Experience Process, and Letter of Understanding is also attached to the email.

During the process of assessing placements, I will contact the employer to confirm whether or not the placement meets the parameters of the Wallington High School for Girls Work Experience Programme and is able to go ahead. If the placement is confirmed I will also send a parent/student agreement to you along with other information regarding the placement. This will be sent via the primary email address we hold for you on our records, unless you indicate otherwise on the consent form.

If you have any questions or concerns, please feel free to contact me on [zhole@wallingtongirls.org.uk](mailto:zhole@wallingtongirls.org.uk)

Yours sincerely

Mrs Z Hole  
Careers Leader



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