



June 2021

Dear Parent/Guardian

**WORK EXPERIENCE: Monday, 18th – Friday, 22nd July 2022**

With the work experience week rapidly approaching, I wanted to write to you to confirm some details with you. I have written to all employers this week to confirm the details of the work experience placements that they have offered to students and thank them for their support. I have also outlined with employers, who the school-based emergency contact will be. Please be aware that Telford & Wrekin EBL are still in the process of checking and approving placements, so if you have not yet had confirmation from them, please do not worry.

It is important that employers hold some basic details for students they are offering placements to. I have attached a form which students will need to complete with their details and it submit to the employer on the first day of the placement. In addition to this and as a courtesy to employers, I would encourage all students to make contact with their placement prior the 18<sup>th</sup> July to confirm the details of their first day including start & finish times, dress code, lunch arrangements and any specific requirements that are related to the roll. Following my letter to employers, they should be expecting students to be in touch.

We hope that students taking part in work experience find it a valuable and satisfying week that allows them to learn about the local labour market and the world of work. For those students who have not managed to secure a placement or have had one fall through, we will be offering school-based activities and work experience across the week, and I will be in touch regarding arrangements in due course.

Yours faithfully

**Tom Williams**  
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*Schools' Partnership*

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**STUDENT DETAILS FOR EMPLOYERS  
OLDBURY WELLS SCHOOL  
WORK EXPERIENCE  
(Mon. 18<sup>th</sup> – Fri. 22<sup>nd</sup> July 2022)**

Students/Parents will need to complete and submit this form to their employer on the first day of their work experience placement. Employers have received a letter from school outlining this and will be expecting to receive the below information.

Student Name: .....

Date of Birth: .....

Student Address:  
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.....  
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Student Contact Number: .....

Student Medical Conditions (PLEASE OUTLINE DETAILS OR STATE NONE):  
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.....  
.....

Parent Emergency Contact Name: .....

Parent Emergency Contact Number: .....

Second Emergency Contact Name: .....

Second Emergency Contact Number: .....

**Oldbury Wells School Contact & Emergency Contact:**

**Mr Tom Williams or Mrs April Bishell  
Oldbury Wells School,  
Bridgnorth,  
Shropshire,  
WV16 5JD  
Tel - 01746 765454**

*Employers: Please retain this information securely and in-line with GDPR guidelines.*