

Company Address

Date

Dear

Request for Work Experience 14th – 18th July 2025

I am a student at Kingsmead School and as part of my careers education I hope to undertake a week's work experience, and I am writing to ask if it would be possible for me to do my work experience with your company.

I have selected (add company name) because I am interested in becoming a.... [explain in detail why you want to do work experience, what you think you will gain from the experience, and why in particular you want experience at this company]

I am very good at....I am interested in...I have a basic understanding of.... I am.... *TALK ABOUT YOURSELF* i.e., hobbies, clubs, interests, achievements at school/outside school, favourite subject and why etc! Explain how you could use your strengths during this work experience to help and support the company.

All placement providers must have proof of Employer's & Public Liability Insurance. If you have this insurance and can offer me a placement, I would be grateful if you could return the form below to sam.whelan@kingsmead-school.com or by post to Ms Whelan at Kingsmead School, Wiveliscombe, Taunton, TA4 2NE.

STUDENT - DON'T FORGET TO ATTACH THE EMPLOYERS REPLY FORM BELOW TO YOUR EMAIL!

I will contact you by letter to agree the placement once I have received a reply, and the school will contact you in May 2025 with further information about the week. If you have not had a visit in recent years, our Work Experience Service Provider will also contact you about a visit during May/June 2025.

Thank you for considering my application. I am looking forward to hearing from you.

Yours sincerely

Signature

Name - Tutor Group

Home Address

Our Work Experience week is 14th – 18th July 2025

I am happy to provide a placement for: _____ Tutor group: _____

Company name: _____

Please confirm you have employers' & public liability insurance by providing a copy of the certificate. No placement can take place without this insurance in place. You may be able to take out temporary insurance for work experience week.

Please provide a placement job title:

Please give a brief description of the placement and tasks that might be undertaken:

Students expect to work from 9am – 5pm for 5 weekdays. If your working days / hours will differ, please give details below:

Please outline the dress code / personal protective equipment needed, if relevant:

Will our student work 1-1 *throughout* the placement? If so, a DBS check may be required: **Yes / No**

Name & position _____ Date: _____

Signature: _____

Email address: _____

Telephone number: _____

Address & postcode : _____

Please return this form to Kingsmead School:

Sam Whelan
Kingsmead School
Wiveliscombe, Somerset TA4 2NE
EMAIL: sam.whelan@kingsmead-school.com

***THANK YOU FOR OFFERING OUR STUDENT A PLACEMENT! ***

Kingsmead School
Hartswell
Wiveliscombe
Taunton
TA4 2NE



Headteacher: Mr J Eddy
contact@kingsmead-school.com
www.kingsmead-school.com
01984 623483

