

**WORK EXPERIENCE FEBRUARY 2026**

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## WORK EXPERIENCE FEBRUARY 2026

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### An Introduction to Work Experience

Here at Pershore High School we are pleased to offer all students the opportunity of taking part in work experience. Work experience offers students the chance to experience a variety of situations and gives them some insight into the demands, which will be made on them when they leave full time education.

Work experience is an important part of education for employability. It allows students to learn about the world of work in a 'real life' working situation. Work experience is intended to give a student experience of working life and the key skills needed in the workplace rather than a chance to try out an occupation they may want to follow. This is to benefit student's education, rather than for job sampling or recruitment purposes.

All students need real knowledge of the world of work, how companies are organised and how enterprise creativity and innovation help business growth.



### The Role of Students

- Students are to seek a work experience placement for themselves.
- Students must contact placements and obtain permission to undertake a week's work experience.
- The Work Experience placement approval and consent form must be completed in full, and returned to Pershore High School by the first week of December 2025
- Before the placement, students must telephone the company to make final arrangements.
- Work Experience Reports will be distributed before students go to their placements. These should be filled by the Employers and will be a valuable resource for future interviews and applications.
- Students will take part in a 'Work Experience Debrief' on return to school which include tasks such as writing a letter of thanks to their employer.

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### The Role of Parents / Guardians

#### **Before the placement:**

- Discuss with your child their ideas for their placement.
- Encourage them to begin an immediate search.
- Return forms promptly - fields marked with an \* must be completed.
- Once a placement has been arranged, encourage your child to contact the employer to arrange a pre-placement interview. This will be to set targets, introduce them to the workplace and raise awareness of health and safety issues.
- Ensure that you and your child know:
  - The hours of work
  - How they will get to/from the placement
  - What they should wear
  - Break and mealtime arrangements
  - Contact name and telephone number

#### **During the placement:**

- Remind your child to hand in the Work Experience Report.
- Inform both the school and the employer if your child is unable to attend.
- To help your child get the most out of their work experience, discuss their working day.
- If your child is unhappy, please contact the school.

#### **After the placement:**

- Remind your child to return the work experience report form back to school.

### The Role of the School

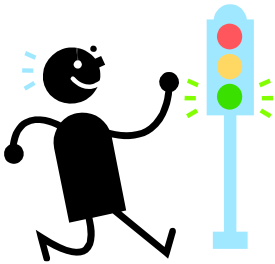
- The school will contact the student's proposed work placement (by email) and confirm that the student is able to undertake the placement. The school will ensure that, in its opinion, the placement is suitable for the student and vice versa.
  - The school will only confirm a placement when it has received confirmation that Employers Liability Insurance is in place.
  - Students will be visited by a school representative whilst on their placement, or checked by telephone if this is inconvenient or out of the area. This visit could take place at any time during the placement period.
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### Resources to assist students in sourcing placements

1. Arrange an appointment with Pershore High School Career Adviser  
For advice and guidance.
2. Visit Miss French in the Student hub/reception for work experience guidance.



**GET AHEAD – submit your  
‘Student Placement Form’  
as soon as possible**

### Work Experience Time Scale

Placement forms returned to School no later than the first week of December 2025

Bredon placement dates Monday 9th February - 13th February 2026

Malvern placement dates Monday 23rd - 27th February 2026

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### Conditions of Work Experience

- 1) Students will only undertake work placements that have been approved and sanctioned by the school.
  - 2) All placements are subject to a Health and Safety visit. In some cases, the placements will not meet the required standard; in these instances, under no circumstances will the student be able to carry out their work experience in these placements.
  - 3) The company providing the placement must have Employers Liability Insurance in place for injury arising out of proven negligence or breach of statutory duty by the company or its employees.
  - 4) It is not the school's policy to notify employers of a student's educational, physical or emotional needs. Students or parents should notify the employer of any special needs.
  - 5) It is expected that students will be in work placement for five days, unless previously arranged with both the employer and the school.
  - 6) Should the student be unable to attend the work placement due to illness or other legitimate reasons, they will telephone both the employer and the school to notify of their absence (01386 552471).
  - 7) It is expected that students work to find solutions when difficulties arise. Should assistance be needed in order to make the placement a success, students should contact Miss French, work experience co-ordinator at school. It is not acceptable that students leave the work placement when difficulties arise and the support of parents is sought in ensuring that this does not happen. If the school agrees that the work placement is untenable, effort will be made to secure an alternative placement. If that is not possible, the student will need to be in school for the remainder of the week.
  - 8) Students (and parents) will be responsible for transport to and from the work placement.
  - 9) Students will not be paid for work experience and will not receive any reimbursement for any costs incurred whilst on placement. They will only be allowed to work a maximum of 8 hours a day and must comply with Health and Safety regulations of the organisation, which includes wearing any safety clothing that is considered necessary or required by law.
  - 10) Students will ensure their work experience report form is completed.
  - 11) Following the completion of the work experience all students should write a letter of thanks to their employer.
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### A Sample Letter of Application for Work Experience

Your Name  
Your Address  
Your Postcode

Date

Mr A Smith  
Aardvark Associates  
1 The Avenue  
Worcester  
WR1 1AA

Dear Mr Smith

I am a Year 10 student at Pershore High School, Pershore and notice from my research that Aardvark Associates are prepared to offer students a week of work experience.

My work experience week is Monday \*\* February - \*\* February 2026 and I would like to undertake it with Aardvark Associates. I am particularly interested in working in the fashion industry and I am considering it as a possible career. I enjoy creative work; I am also organised and motivated. I like working as a member of a team but also meeting my own targets and deadlines. I am currently studying for my GCSEs including Art and Graphics and am expected to get good grades in all my subjects. I would certainly work hard during my week with you and am determined to make the most of my work placement.

I hope you will be able to offer me a week's work experience and look forward to your reply.

Yours sincerely

John Baker

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### When you telephone a placement, remember ...

- You only get one chance to make a first impression!
- Write down what you want to say beforehand.
- Be polite, speak clearly and smile down the telephone.
- Introduce yourself clearly and politely, say that you are a student at Persnore High School and say why you are telephoning.
- Ask to speak to the person now in charge of work experience placements.
- If the person is unavailable ask when it would be convenient for you to call back.
- Tell the person why you want to undertake work experience with their company - show you know what their company does and how you would benefit from it.
- When you have obtained a placement, don't forget to write down the name of the person in the company who offered you a placement, and ask if they have a direct telephone number. Also write down the date they made the offer. You will need this information to complete the Student Placement Form.
- Finally GOOD LUCK! - It's not always easy finding a placement, but it will be worth the effort. Be Positive.

### Checklist

Telephone Number of the Company:

Name of Contact Person:

Name of Person you made arrangements with:

Direct Phone Number of Contact Person

Date offer was made:

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## Contact Information

**Miss J French - Work Experience Co-ordinator**

Tel: 01386 552471 (ext. 237)

E-mail: [jsf@pershore.worcs.sch.uk](mailto:jsf@pershore.worcs.sch.uk)

## Dates for your Diary

**Y10 Work Experience Week: Bredon - Monday 9<sup>th</sup> February 2026**

**Y10 Work Experience Week: Malvern - Monday 23<sup>rd</sup> February 2026**

**Student Placement/Consent Forms - return to school by:**

**The first week of December at the latest**

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