



Walthamstow School for Girls Work Experience Placement Form

Monday 29 June - Friday 3 July 2026

PARENTS/CARERS/STUDENTS: YOU MUST KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Student's full name:

Form group:

Organisation details	
Organisation/company name:	
Main contact name:	
Full address:	
Phone number:	
Email address:	
Employer's Liability Insurance This is a requirement of work experience. Please be aware that we may request a copy of your insurance certificate.	
Insurer's name:	
Policy number:	
Expiry date:	
Does your insurance cover you for workers under the age of 16?	Yes / No
Where the insurance does not cover under 16s then liability for accidents or injuries suffered at the work placement cannot sit with employer. WSFG's recommendation is that placement does not go ahead. If you as a parent/carer wish your child to continue with this placement then, by signing this form, you acknowledge that you take full responsibility for your child's health and safety and general wellbeing during the placement and that no liability can fall upon the employer or the school.	
Placement details	
Role title:	
Outline of tasks / role:	
Possibility of work offsite:	Yes / No – please give details
Number of employees in the company (can be approximate if large)	

Hours of work e.g. 9-5 (min 4 hrs.)



It is impossible for the school to carry out safeguarding checks (called DBS checks) on organisations. Some organisations, such as schools and hospitals, will already have these in place. Please sign to confirm that you understand this and give your child permission to attend the placement above, taking into account all the information.

When a student has accepted a placement through a contact of the school, please also note that the school will need to give that organisation or company the student's full name.

Many companies will ask to take and use photographs of students for business purposes, e.g. on their website or social media channels to show how they support the community. Please indicate below (by deleting as appropriate) if you give permission for the employer to do this.

Employer:

Please understand that we must ensure students' safety and well-being at all times. By signing this form, you agree to adhere to this duty of care and to discuss all health and safety policies with the student in advance of their placement, or as part of their first-day induction. You also agree that the student will not be left alone or unsupervised at any time. As a school, we will provide clear guidance on what to do should any safeguarding or well-being issue arise during a placement.

Parent/Carer photo permission: Yes / No

Employer signature:		Employer print name:		Date:	
Parent/carers signature:		Parent/Carer print name:		Date:	
Student signature:		Student print name:		Date:	

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Monday 29th June - Friday 3rd July 2026

Dear employer,

Thank you for offering work experience to one or more of our students. We rely on the support and generosity of companies and organisations like yours - without this support, work experience could not take place. We hope that this also proves a valuable and helpful experience for you.

At Walthamstow School for Girls, we understand the importance of preparing our students for real life. Work experience is vital for this and helps students to step out of their comfort zone and have a better understanding of the world of work. It helps them to build independence, resilience, and a sense of responsibility. This career insight opportunity also helps our students to think about their future and possible career paths.

It may be some time before you hear from us, but the student and/or the school will be in touch around March. In the meantime, please ensure that you have booked the student into your work experience diary and please consider what might happen should there be a change in management. Feel free to contact us should you have any questions.

Many thanks once again.

Kind regards,

Ms. Marianna Philippou
Assistant Headteacher

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