



# HIGHFIELDS SCHOOL

Headteacher: M T Capel BA (Hons) Oxon, MBA

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT

Telephone: 01902 556530 Fax: 01902 556531 E-mail: enquiries@hswv.org.uk Website: www.hswv.org.uk

November 2013

Dear Parent/Carer

## YEAR 11 WORK EXPERIENCE 1 - 5 SEPTEMBER 2014

We are writing to give you advanced notification of the dates that your child will be on work experience during Year 11. This will take place the first full week back after the Summer holidays. Students will attend their work placement from Monday, 1st September to Friday, 5th September.

With over two hundred students from Highfields School alone looking for work experience during this period, it is advisable to secure a placement as early as possible. Please be aware that popular placements are booked up very early, sometimes a year ahead.

In terms of personal development, it is very important that students have the flexibility of finding their own placements. To support students with this, we have an extensive database of placements which they can access by logging onto [www.wolverhamptonebp.co.uk/school\\_login.html](http://www.wolverhamptonebp.co.uk/school_login.html). (The Username for all students is Highfields Student and the Password is student1). Information and guidance will also be given with writing letters of application and preparing a C.V.

If as a family, you have contacts which may lead to a placement for your child or any other Highfields students, please follow this up and inform us of the details. All placements need to be booked by February Half Term to ensure health and safety checks are carried out.

Accompanying this letter is a **Parental Consent Form** and a **Medical form**. Please complete and sign **both forms in full** and return to Form Tutors by **Thursday, 7th November 2013**. Further essential documentation will be issued in due course.

Should you have any concerns or queries about work experience, please do not hesitate to contact school.

Yours sincerely

Mr D Brook  
Head of Middle School

Mrs D Mockler  
Work Experience Co-ordinator



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Dear Parent/Carer

### EDUCATION (WORK EXPERIENCE) ACT 1973

Your son/daughter will soon be going out on a work experience placement. In order to ensure that the placement is suitable I would be grateful if you could answer the following questions and **RETURN THE FORM IMMEDIATELY** in a sealed envelope marked "For the attention of the Work Experience Co-ordinator". **THIS FORM WILL BE TREATED IN THE STRICTEST CONFIDENCE.**

1. Does your child have a health condition which restricts his/her normal physical activity? **YES/NO**

If yes, please give details .....

2. Has he/she a medical condition which those providing work experience should know about in the case of an emergency, e.g. diabetes or epilepsy (fits, seizures)? **YES/NO**

If yes, please give details .....

Is he/she under hospital treatment for this? **YES/NO**

If yes, name of Consultant .....

3. Do you want the employer informed? **YES/NO**

4. For health reasons is there any work environment you consider unsuitable for your son's/daughter's work experience placement? **YES/NO**

If yes, please specify .....

If unsure, you may like to discuss this with his/her GP (Consultant if applicable)

Mr D Brook

**Head of Middle School**

Pupil's Name ..... Form .....

D.O.B. ....

Home Address .....

Parent/Carer Signature ..... Date .....

Home Telephone No. (in case we need to contact you) .....

### **For Official Use**

School Nurse/Doctor's advice, where applicable .....

School Nurse/Doctor's Name ..... Signature .....





## PARENTAL CONSENT FOR WORK EXPERIENCE PLACEMENT

Name of Student: .....

Form: .....

- I give permission for my son/daughter to participate in the school's Work Experience Programme during the week commencing **MONDAY, 1ST SEPTEMBER to FRIDAY, 5TH SEPTEMBER 2014** and will support the school as necessary.
- I will support my son/daughter with any arrangements regarding the route, time and mode of transport required to get to and from the placement.
- I understand that it is a condition of the scheme that my son/daughter will not receive any payment in the form of a wage.

Name (printed) ..... Signature: ..... Date: .....

Parent/Guardian

Parent/Guardian

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**IF YOU HAVE ANY CONTACTS WHICH MAY LEAD TO A PLACEMENT FOR YOUR CHILD OR ANY OTHER HIGHFIELDS' STUDENT, PLEASE COMPLETE THE FOLLOWING SECTION/S\***

**\*SECTION 1** - I am able to find a placement for my son/daughter:

<b>COMPANY NAME AND ADDRESS:</b>	
<b>COMPANY CONTACT NAME:</b>	
<b>COMPANY TELEPHONE NUMBER/ E-MAIL ADDRESS:</b>	

**\*SECTION 2** - I am able to offer placements for the use of other students at Highfields:

<b>COMPANY NAME AND ADDRESS:</b>	
<b>COMPANY CONTACT NAME:</b>	
<b>COMPANY TELEPHONE NUMBER/ E-MAIL ADDRESS:</b>	

**(PLEASE RETURN THIS FORM TO FORM TUTOR BY 7th NOVEMBER 2013)**



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December 2013

Dear Parent/Carer

## YEAR 11 WORK EXPERIENCE – 1st to 5th SEPTEMBER 2014

Following on from the information previously sent out to you, please find enclosed the 'Work Experience Booking Form' (in triplicate) which your child will need to send to the employer as soon as a placement has been secured. The employer should complete the booking form, retain the white copy and send the pink and blue copies to either Mrs Mockler or the student.

There is some very important information on the school website which you and your child should take time to read carefully. This can be accessed from the 'PARENT' link, 'BY YEAR GROUP', 'Work Experience – 2014'. Here you will find the following:

- A Parent's Guide to Work Experience
- A Student's Guide to Work Experience
- A Student's Guide to Finding a Placement
- Employer letter
- Guide to Work Experience for Employers

(Copies of documents can be posted home, if requested)

In addition to the above, there is also a link to the extensive database of work experience placements mentioned in our previous letter, together with the list of placements attended by Highfields' students in 2013. If as a family, you have contacts which may lead to a placement for your child, we are happy for you to follow this up, however it is important that the work experience is relevant to your child's future career aspirations.

**If you have not already returned the Parental Consent/Medical form previously sent to you, we ask that you also return this as soon as possible.**

May I remind you that placements need to be booked by February half term to allow for health and safety checks. If you have any queries or concerns regarding the above, please do not hesitate to contact the school.

Yours sincerely

Mr D Brook  
Head of Middle School

Mrs D Mockler  
Work Experience Co-ordinator

**WEX PLACEMENTS - SEPTEMBER 2013**

COMPANY	DEPARTMENT	TELEPHONE	CONTACT	ADDRESS	TOWN	POST CODE
Abbeyfield Parkdale	Various	01902 710581	Annette Massey	91 Tettenhall Road,	Wolverhampton	WV3 9PG
Accenture	Administration	01902 316153	Gemma Draycott	Carillion Head Office, 24 Birch Street,	Wolverhampton	WV1 4HY
Albert Lawn Tennis Club	Coaching	07809 397160	Tom Hole	Aldersley Road, Tettenhall	Wolverhampton	WV6 9NA
Aldersley Leisure Village	Various	01902 556200	Scott Hodges	Aldersley Stadium, Aldersley,	Wolverhampton	WV6 9NW
Alstrom Grid UK Ltd	Various	01785 223251	Ms Laura Brown	St Leonards Avenue,	Stafford	ST17 4LX
Anglo Scottish Aquatics	Animal Care	01902 844540	Andrew Mackay	Wergs Hall Road, Codsall,	Wolverhampton	WV8 2HJ
Arena Theatre	Technical duties	01902 321321	Stephen Payne	Wulfruna Street,	Wolverhampton	WV1 1SB
Ashley Court Care Home	Various	01902 335584	Narinder Bachra	251 Penn Road,	Wolverhampton	WV4 5SF
Ashmore Boarding Kennels	Animal Care	07803 174372 01902 766885	Chris Danks	Radford Lane,	Wolverhampton	WV4 4XP
Avensys UK Ltd	Medical Engineers	01562 745858	Claire Belding	Frederick Road, Hoo Farm Industrial Estate,	Kidderminster	DY11 7RA
Baggeridge Country Park	Various	01902 882605	Steve Gallis	Gospel End Road,	Sedgley	DY3 4HB
Bantock Primary School	Classroom Assistant	01902 558710	Mrs K Chappell	Aston Street, Penn Fields,	Wolverhampton	WV3 0HY
Barclays Bank	Finance Duties	01902 432144 07757 204886	Saranjit Nangla	1 Chapel Ash,	Wolverhampton	WV3 0TL
Barts Busy Bees	Child care	07855 915289	Lorna Evans/ Elizabeth Towner	St Bartholomews Church Hall, Vicarage Road, Penn	Wolverhampton	WV4 4HU
Beacon Centre for the Blind	Day Centre/Social Room	01902 880111	Rachel Shaw	Wolverhampton Rd East,	Wolverhampton	WV4 6AZ
Beauty Within	Hair and Beauty	01902 573373	Jackie Lowe	280 Penn Road, Penn,	Wolverhampton	WV4 4AD
Bennett Williams	Administration	01384 238222	Richard Phillips	106 Dixons Green Road,	Dudley	DY2 7DJ
Bhatti & Co	Administration	01902 252252	Mr Bhatti	8 Shaw Park Business Village	Wolverhampton	WV10 9LE
BHS	Retail	01902 421845	Sophie Dutton	44-45 Dudley Street,	Wolverhampton	WV1 3ER
Bhylls Acre Primary School	Classroom Assistant	01902 761153	Joy Edwards	Bhylls Lane, Castlecroft,	Wolverhampton	WV3 8DZ
Bibs and Balls (Fairplay)	Coaching	07970 259921	Dale Rudge	1 Harwin Close, Aldersley,	Wolverhampton	WV6 9LF
Bilston C of E Primary School	Classroom Assistant	01902 558690	Mr Gary Gentle	Albany Cresent,	Bilston	WV14 0HU
Bilston Engineering Ltd	Various	01902 354560	Mr Bradshaw	Unit 5, Spring Road, Ettingshall,	Wolverhampton	WV4 6JT
Birmingham Midshires	Mortgage Dept.	01733 509640	Karen James	Pendeford Business Park, Wobaston Road	Wolverhampton	WV9 5BR

Blu-Breys	Hairdressing	01902 489596	Tina Harran	197A Coalway Road,	Wolverhampton	WV3 7NG
Blu-Breys	Hairdressing	01902 489596	Tina Harran	197A Coalway Road	Wolverhampton	WV3 7NG
BME Forum Ltd	Administration	01902 772602	Mr Shiv Parkh	40 Bromley Street	Wolverhampton	WV2 3AS
Brindley Kia	Mechanics	01902 717702	John Meredith	55 Penn Road,	Wolverhampton	WV2 4WW
Bromford Housing Association	Various	0330 1234 034 07841 800485	Lisa Brett	1 Venture Court, Broadlands	Wolverhampton	WV10 6TB
Bromford Housing Group	ICT & Finance	01902 396803	Claire Dugmore	1 Exchange Court, Brabourne Avenue	Wolverhampton	WV10 6AU
Butterflies Play Hut	Child care	07946 563290	Louise Garner	The Scout Hut, Kingsclere Walk,	Wolverhampton	WV4 4PL
Cardinal Motors	Mechanics	01902 422907	Stan Ashford	104 Lord Street	Wolverhampton	WV3 0QL
Carmel Vets	Animal Care	01902 731127	Amanda Finch	204 Bushbury Road, Fallings Park	Wolverhampton	WV10 0NB
Castlecroft Primary School	Classroom Assistant	01902 556606	Paul Dimmock	Windmill Crescent, Castlecroft	Wolverhampton	WV3 8HS
Castlecroft Primary School	Classroom Assistant	01902 556606	Paul Dimmock	Windmill Crescent, Castlecroft	Wolverhampton	WV3 8HS
CEX	Retail	01902 428269	Kerri Harrison	52A Mander Centre,	Wolverhampton	WV1 2NN
Chase Pets n Reps	Animal Care	01543 676144	Jason Edwards	Burntwood Town Shopping Centre, Cannock Rd,	Burntwood	WS7 1JR
CKR Accountants	Administration	01322 279665	Kuldeep Sulh	70 East Hill, Dartford	Kent	DA1 1RZ
Clive Shepherd & Co	Administration	01922 647797	Miss Keri Mansell	25 Station Street	Walsall	WS2 9JZ
Closer to the Edge Ltd	Various	0121 553 4943	Rob Simkins/Gareth	Salters Lane, Sandwell Valley Country Park	West Bromwich	B71 7BG
Closer to the Edge Ltd	Various	0121 553 4943	Rob Simkins/Gareth Wigley	Salters Lane, Sandwell Valley Country Park	West Bromwich	B71 7BG
Cobra Computers	Cobra Computers	01902 675999	K Karra	220 Birmingham New Road	Wolverhampton	WV4 6NF
Coplan Home Improvement	carpentry	07973 794671	Mr Audley Reynolds	113 Waterloo Road,	Wolverhampton	WV1 4RB
Cummings Brothers	Administration	01902 427000	Ray Cummings	5 Merridale Road,	Wolverhampton	WV3 9RX
Dapper Dogs	Animal Care	01902 682825	Ruth Rotton	18 Willerby Fold, Moseley Parklands,	Wolverhampton	WV10 8UB
David Williams	Construction	07903 884047	Mr David Williams	41 Woodland Road, Finchfield,	Wolverhampton	WV3 8AP
Dormston School	Classroom Assistant	01384 816418	Sneal Tak	Mill Bank, Sedgley,	Dudley	DY3 1SN
Dr Kainth Surgery	Administration	01902 731583	Anjali Dave	Primrose Lane,	Wolverhampton	WV10 8RN

Dudley College of Technology	Finance Duties	01384 363475	Richard Di Franco	The Broadway,	Dudley	DY1 4AS
Evans Halshaw	Mechanics	01902 875400	Wayne Keogh	57-73 Birmingham Road,	Wolverhampton	WV2 3LS
Excellent Eyebrows	retail	07861 158182	Sunayana Kanda	Crowngate Shopping Centre, Frairy Walk,	Worcester	WR1 3LE
First Friends Nursery	Child care	01922 691902	Julia Welborn	Walsall EDC, Pelsall Lane,	Rushall, Walsall	WS4 1NG
Freedom Fostering	Administration	01902 491117	Jaqueline Davis	Saturn Court, Suite 7, Spring Road,	Wolverhampton	WV4 6JX
Gazebo Theatre in Production	Various	01902 497222	Sarah Parton	Bilston Town Hall, Church Street, Bilston,	Wolverhampton	WV14 0AT
Ginger 6 Ltd	Computers	01902 714533	Kevin Wilson	Unit 17, Wulfrun Trading Estate, Stafford Street,	Wolverhampton	WV10 6HH
Glitz and Glamour	Beauty Salon	01902 445524	Manjeet Saroop	258 Jeffcock Road,	Wolverhampton	WV3 7AH
Go Kids Go	Various	01902 401431	K Khan	1 Cullwick Street,	Wolverhampton	WV1 2UN
Goldthorn Park Primary	Classroom Assistant	01902 558730	Mrs K Harrsion	Ward Road,	Wolverhampton	WV4 5ET
Grace Mary Primary School	Classroom Assistant	01384 255910	Clare Sturmeay	Hawfield Road, Tividale	Oldbury	B69 1LD
Halcyon Horse	Animal Care	01630 685586	Fiona Cowton	Chapel House, Marchamley Wood,	Shrewsbury	SY4 5LH
Happy Tots Day Nursery	Child care	01902 712966	Megan/Carla	4 Avenue Road, Compton,	Wolverhampton	WV3 9JR
Highway Motor Centre	Mechanics	01902 870095	Kadier Khan	Unit 1, Crown Street,	Wolverhampton	WV1 1PX
Himley House	Various	01902 892468	Claire Turner	Wolverhampton Road, Himley	Dudley	DY3 4LD
Hi-Spec Autos	Various	01902 343098	Amarjit/Teresa Mahay	39A Birmingham New Road,	Wolverhampton	WV4 6BL
HKM & Co	Administration	01902 713434	Mr H K Momi	48 Queen Street,	Wolverhampton	WV1 3BJ
HMRC	Administration	03000 546250	Christine Perry	Crown House, Birch Street	Wolverhampton	WV1 4JX
Indigo Restaurant	Catering	01902 621155	Mike Sanghera	Claverley Drive,	Wolverhampton	WV4 4PP
J K Kalsi	General Office	01902 620330	J Kalsi	2 Coalway Road, Penn	Wolverhampton	WV3 7LR
Jacobs	Various	01902 428575	Derek Fellows	Mander House,	Wolverhampton	WV1 3NB
Jaguar Cars Ltd	Production Engineering Dept.	0121 373 2141 02476 205379	A L Horder	Chester Road, Castle Vale,	Birmingham	B35 7RA
Johnsons Sweet Shop	retail	07961 398271	Kevin Johnson	199A Windsor Avenue, Penn	Wolverhampton	WV4 4BL
Jubilee Community Support Centre	Various	01902 423043 07763 991846	Maxine Douglas	121 Merridale Street, Graiseley,	Wolverhampton	WV3 0RA

Jubilee Community Support Centre	Various	01902 423043	Maxine Douglas	121 Merridale Street, Graiseley,	Wolverhampton	WV3 0RA
Julie Howard Childcare	Child care	01902 340187	Julie Howard	1a Foxland Drive, Penn,	Wolverhampton	WV4 5NB
Khalil Opticians	Opticians	01902 771267	Harneet Rai	22 Victoria Street	Wolverhampton	WV1 3NP
KSS Properties	Various	01902 659319 01902 593670	Safdar Khan	163 Cannock Road	Wolverhampton	WV10 0AF
Latuskes	Catering	01902 764523	Laura	21 Finchfield Road West	Wolverhampton	WV3 8AY
Lea Road Medical Practice	Reception	01902 682222	Sharon Want	35 Lea Road,	Wolverhampton	WV3 0AS
Lighthouse Childrens Centre	Various	01922 402544	Tahra Hussain/ Chrissie	Heath Road, New Invention	Willenhall	WV12 5EF
Liverpool Road Dental Practice	Various	07956 370989	Rizwana Arshad	26 Liverpool Road,	Stoke on Trent	ST4 1AT
Louises's Hair Salon	Hairdressing	01902 684927	Louise Johnson	Queen Street,	Wolverhampton	WV1 3JW
Marks and Spencer	Retail	01902 772233	Helen Johnson	19 Dudley Street,	Wolverhampton	WV1 3EY
Maythorn Construction Ltd	Site work	01902 746181	Chris Sedgemore	Compton Wharf, Bridgnorth Road, Compton	Wolverhampton	WV6 8AA
McLaren Automotive	Technology Centre	01483 261337	Karli Dann	Chertsey Road, Woking,	Surrey	GU21 4YH
Mecure - Goldthorn Hotel	Catering	01902 429216	Andrea Gibbins	126 Penn Road,	Wolverhampton	WV3 0ER
Mercedes	Sales & Admin	01902 427897	Peter Smith	Penn Road, Inner Ring Road,	Wolverhampton	WV2 4HD
Merryhill Local Express Ltd	retail	01902 335484 07540 656615	Amandeep/Sundeep Randhawa	288 Coalway Road, Merryhill,	Wolverhampton	WV3 7NP
Midcounties Co-operative Pharmacy	Various	01902 341300	Amy Smith/Sam Tambra	248 Jeffcock Road,	Wolverhampton	WV3 7AH
Millard & Bullock	Counter Assistant	01902 883182	Shalv Ghai	Unit 2, Josiah House, Castle Street, Roseville, Coseley	Wolverhampton	WV14 9DD
Miracle Eyes Opticians		01902 621111	Sonia Kainth	317a Penn Road, Penn,	Wolverhampton	WV4 5QF
Miracle Eyes Opticians	Administration	01902 621111	Sonia Kainth	317a Penn Road, Penn	Wolverhampton	WV4 5QF
Muras Baker Jones	Administration	01902 393000	Carole Pate	Regent House, Bath Avenue	Wolverhampton	WV1 4EG
National Express West Midlands	Administration	01902 437802	Matthew Jukes	Wolverhampton Garage, Park Lane	Wolverhampton	WV10 9QG
New Park Village TMC	Office work/childcare	01902 552670	Janet Shaw	Ellerton House,	Wolverhampton	WV10 0UG
Next	Various	01902 874080	Michelle	St Johns Retail Park,	Wolverhampton	WV2 4SJ



Next Recruitment Ltd	Recruitment	0121 733 2888	Kirk Shepherd	1562 Stratford Road,	Birmingham	B28 9HA
Nickelodeon	Various	01902 305741	Michelle Finney	Bentley Bridge Way, Wednesfield	Wolverhampton	WV11 1BP
NJB Physiotherapy Ltd	Various	01902 844030	Lesley Tuckley	Oaktree House, Oaktree Rise, Codsall,	Wolverhampton	WV8 1DP
Novotel	Catering	01902 871100	Lazar Babu	Union Street,	Wolverhampton	WV1 3JN
Nurton Equestrian Centre	Animal Care	07866 461573	Natalie Clarke	Nurton Hill Farm, Nurton Hill Road, Pattingham,	Wolverhampton	WV6 7HQ
Nurton Equestrian Centre	Animal Care	07866 461573	Natalie Clarke	Nurton Hill Farm, Nurton Hill Road, Pattingham,	Wolverhampton	WV6 7HQ
Origin Media Ltd	Art/Design	01902 450022	Amy Lycett	Star Works, Frederick Street,	Wolverhampton	WV2 4DU
Overdrive Garage	Administration	01902 620620	Trish Green	226 Trysull Road, Merry Hill	Wolverhampton	WV3 7JR
Parkrow Alloys Ltd	Administration	01902 402727	Mark Baker	Millfields Road, Ettingshall	Wolverhampton	WV4 6JQ
Parveens Hair & Beauty Salon	Beauty	0121 326 0500 07793 503093	Parveen Sajawal	41-43 Alum Roack Road, Saltley,	Birmingham	B8 1SR
PC World	Retail	01902 877733	Chris Jones	Unit 3, St Johns Retail Park,	Wolverhampton	WV2 4SJ
PDSA Charity Shop	retail	01902 420421	Ed Blackwell	Mander Centre,	Wolverhampton	WV1 3NW
Penkridge Cattery Ltd	Animal Care	07572 701913	Adrian Richards	Mere Lane Farm, Mere Lane,	Penkridge	ST19 5PJ
Penn Hall School	Classroom Assistant	01902 558355	Jayne Cowdale	Vicarage Road, Penn,	Wolverhampton	WV4 5HP
Penn Kids Day Nursery	Child care	01902 334864	Jenny/Laura	1 Woodfield Avenue, Penn	Wolverhampton	WV4 4AG
Penn Manor Medical Centre	Administration	01902 575142	Helen Ryan/Dr Glover	Manor Road, Penn	Wolverhampton	WV4 5PY
Penn Parts and Panels	Workshop	01902 340260	Mrs P Rees	568 Penn Road,	Wolverhampton	WV4 4HU
Penn Street Motors	Mechanics	01902 426333	Arron Paul	Unit 2, Penn Street,	Wolverhampton	WV3 0JQ
Penn Surgery	Administration	01902 333408	Mrs Janice Taylor	2a Coalway Road, Penn	Wolverhampton	WV3 7LR
Pets at Home	Animal Care	01902 459755	Emma Cartwright	St Johns Retail Park,	Wolverhampton	WV2 4SJ
Playdays Nursery	Child care	01902 655082	Lisa Broome	9 Argyle Road, Goldthorn Hill,	Wolverhampton	WV2 4NY
Pomona Grocery	Retail	01743 366660	Desmond Walker	1-2 Castle Gates,	Shrewsbury	SY1 2AQ
Portobello Pharmacy	Retail	01902 607664	M Patel	1A Vaughan Road	Willenhall	WV13 3TJ
Poundland	Retail	01902 276746	Mark Wheeler	Unit 2C, Wulfrun Square, Wulfrun Centre,	Wolverhampton	WV1 3HF
Poxons Butchers	Catering	01902 761693	Nigel Poxon	96 Windmill Lane, Castlecroft	Wolverhampton	WV3 8HG
Prontaprint	Graphic Design/Office	01902 771177	Angela Adams	34 Chapel Street,	Wolverhampton	WV3 0TN
Protech Coatings Ltd	Various	01902 420187	Matt Howells	Little Pountney Street	Wolverhampton	WV2 4JL

PW Carter Construction	Construction	01902 333323	Patrick Carter/Matt	17 Hughes Avenue	Wolverhampton	WV3 7AU
Queen Elizabeth Hospital	Administration	0121 371 3684	Harvir Atkar	2nd Floor Wolfson, Edgbaston	Birmingham	B15 2TH
Raaj FM	Various	0121 585 8846 07904 484071	Mr Churh Singh	84 High Street,	West Bromwich	B70 6JW
Rapunzel	Hairdressing	01902 229273	Kassie Ford	91/92 Darlington Street,	Wolverhampton	WV1 4EX
RCF Bolt & Nut Ltd	Various	0121 522 2353	Mr Adrian Garratt	Park Lane East,	Tipton	DY4 8RF
RG Wilbrey	Admin/site visits	01902 420920	Greg Ward	Aspen House, Great Brickkiln Street,	Wolverhampton	WV3 OPT
Rice & Co Ltd	Accountants	01543 503846	Chris Stonier	Harance House, Rumer Hill Road, Cannock	Staffs	WS11 0ET
Richard & Co	Hairdressing	01902 423681	Kim Southall	45 School Street,	Wolverhampton	WV1 4LR
Ricoh UK Products Ltd	Demand Chain	01952 212676	Becky Jones/Kate Pryce	Priorslee, Telford,	Telford, Shropshire	TF2 9NS
Royal Mail	Mail Centre	07436 282645	Dave Jones	Sun Street,	Wolverhampton	WV1 1AA
Sandwell Magistrates Court	Administration	0121 5521031	Elaine Hipkiss	The Court House, Oldbury Ringway	Oldbury	B69 4JN
Savitas Hair and Beauty	Hairdressing	01902 655266	Savita	141 Owen Road,	Wolverhampton	WV3 0AN
Small Man Media	PR & Marketing	07815 474611	Rachel Smallman	Creative Industries Centre, Wolverhampton Science	Wolverhampton	WV10 9RU
Spar	retail	01902 423668	Mr Sangha	7-11 Aspen Way, Merridale,	Wolverhampton	WV3 0UN
Specsavers	Opticians	01902 407940	Mr Anthony Bashford	84 Church Street, Bilston	Wolverhampton	WV14 0AX
Specsavers Opticians	Various	01902 715844	Mrs Debbie Clark	58-59 The Wulfrun Centre	Wolverhampton	WV1 3HG
Springdale Infants School	Classroom Assistant	01902 558805	Rachael Westwood	Warstones Drive, Penn	Wolverhampton	WV4 4NJ
SSE	Various	07876 836690	Gary Reeves	Inveralmond House, 200 Dunkeld Road,	Perth	PH1 3AQ
St Barts Primary School	Child care	01902 558855	Katy Kent	Sedgley Road, Penn,	Wolverhampton	WV4 5LG
St Lukes Primary	Classroom Assistant	01902 556434	Mrs A Smith	Park Street South, Blakenhall	Wolverhampton	WV2 3AE
St Therasas Catholic Primary	Classroom Assistant	01902 558862	Tasmin Davis	Malins Road, Parkfields,	Wolverhampton	WV4 6AW
Stanton King Ass. Ltd	Administration	01902 746577	Stanton King	The Granary, Palmers Cross Farm, Codsall Rd,	Wolverhampton	WV6 9QG
Sthree PLC	IT Site Support	0207 618 0333	Bhadar Singh	Waterloo House, 20 Waterloo Street, Victoria Square,	Birmingham	B2 5TB
Stratstone Harley Davidson	Retail	07772 222044	Adrian Thomas	37-48 Chapel Ash,	Wolverhampton	WV3 0UF
Supercare Pharmacy	Retail	01902 871011	Mr B Mahal	135 Dudley Road, Blakenhall	Wolverhampton	WV2 3DH

Surface Finishing Engineering LTD	Sales	01902 409186	Vic Delveir	Ettingshall Road	Wolverhampton	WV2 2LD
Taylor's Car Repair	Mechanics	01902 496060	Vaqaas Khan	166 Wellington Road, Bilston,	Wolverhampton	WV14 6AZ
Tesco Express	retail	0845 675 7038	Dave Dent	400 Penn Road,	Wolverhampton	WV4 4DF
The Childrens Village	Childcare	01902 553945	Viv McCann	Graiseley Lane, Wednesfield,	Wolverhampton	WV11 1PE
The Entertainer	Retail	01902 717898	Dawn Davey/Sharon	24-28 Wulfrun Way,Wulfrun Centre,	Wolverhampton	WV1 3HG
The Independent	Various	0203 615 2164	James Mariner	2 Derry Street	London	W8 5HF
The Kaleidoscope Plus Group	Marketing & PR	0121 565 5605	Monica Shafiq	1st Floor, Hawthorns House, Halford Lane	West Bromwich	B66 1BB
The NEC	Marketing Services	0121 767 2342	Nicola Young	Marketing Services, Centre Core	Birmingham	B40 1NT
The Rock Hotel	Various	01902 746681	Peter Davies	7 Old Hill, Tettenhall,	Wolverhampton	WV6 8QB
The Tasty Plaice	Catering	07837 169585	Amarjit Singh Basra	13 Bradford Road,	Dudley	DY2 0SH
The Woodman	Various	01902 843614	Gary Salter	2 Duck Lane, Codsall,	Wolverhampton	WV8 1HZ
Timken Aerospace	Administration	01902 719319	Martyn Jones	Upper Villiers Street,	Wolverhampton	WV2 4NP
Toni & Guy	Hairdressing	01902 716600	Shareena Johal	61 Victoria Street,	Wolverhampton	WV1 3NX
Torquil Clark	Administration	01902 705805	Charni McCormick	St Marks, Chapel Ash,	Wolverhampton	WV3 0TZ
Transparent Television Ltd	Various	020 7704 3320	Jazz Gowans	1-3 St Peters Street, Islington	London	N1 8JD
Trilogy Accounting Services	Administration	01902 451222	Navneet Kaur	Trilogy Suite, Delta Trading Estate, Bilston Rd,	Wolverhampton	WV2 2QD
Tyre Centre Wolverhampton	Mechanics	01902 352716	Mani Singh	Cartwright Street,	Wolverhampton	WV2 3BT
TZ Hair	Hairdressing	01902 574921	Jackie Gordon	1st Floor, 40 Queen Street,	Wolverhampton	WV1 3JW
Uplands Junior School	Classroom Assistant	01902 558870	Lesley Ward	Finchfield Road West,	Wolverhampton	WV3 8BA
VKM Solicitors	Administration	01902 311155	Mr Momi	48 Queen Street	Wolverhampton	WV1 3BJ
Walpole & Bingham	Animal Care	01902 229013	Gail Ashton	Houghton House, 126a Jeffcock Road	Wolverhampton	WV3 7AF
Walsall FC	Various	01922 651418	Graham Biggs/John	Banks's Stadium, Bescot Crescent,	Walsall	WS1 4SA
Warstones Primary School	Classroom Assistant	01902 558787	Judy Clarke	Warstones Road, Penn	Wolverhampton	WV4 4LU
Warstones Primary School	Teeny Weenies	07847 937090	Sharon Gill	Warstones Road, Penn	Wolverhampton	WV4 4LU
West Midlands Travel Ltd	Administration	01902 437802	Matthew Jukes	Wolverhampton Garage, Park Lane	Wolverhampton	WV10 9QG
WH Law LLP	Administration	0845 126 5900	Sarah Pugh	28-30 Wolverhampton Street	Dudley	DY1 1DB
Wilkinsons	Retail	01902 420430	Sandra Ledington	2 St Georges Parade	Wolverhampton	WV2 1BA
Wolf Mountain Ltd	Various	01902 711186	Julian Porter	Paget Road, Compton	Wolverhampton	WV6 0DU

Wolverhampton Art Gallery	Various	01902 552038	Joanne Thomson	Lichfield Street,	Wolverhampton	WV1 1DU
Wolverhampton Audi	Various	01902 450000	Louise Seaman Elizabeth Mee	Raby Street,	Wolverhampton	WV2 1BL
Wolverhampton City Council	Environmental Health	01902 554354	Steve Barlow	Civic Centre, St Peters Square	Wolverhampton	WV1 1DA
Wolverhampton Homes	Housing Operations	01902 554896	Oliver Herrmann	Chillington Fields Industrial Estate. Off Hickman Avenue	Wolverhampton	WV1 2BY
Wolverhampton Homes	Bricklaying	01902 554896	Oliver Herrmann	Chillington Fields Industrial Estate, Off Hickman Avenue,	Wolverhampton	WV1 2BY
Wolverhampton Homes	Plumbing	01902 552920	Mick Guy	Chillington Fields Industrial Estate, Off Hickman Avenue.	Wolverhampton	WV1 2BY
Wolverhampton Homes	Administration	01902 554896	Oliver Herrmann	Chillington Fields Industrial Estate, Off Hickman Avenue,	Wolverhampton	WV1 2BY
Wolverhampton Homes	Electrical	01902 554896	Oliver Herrmann	Chillington Fields Industrial Estate, Off Hickman Avenue,	Wolverhampton	WV1 2BY
Wolverhampton Lawn, Tennis & Squash Club	Various	01902 755265 07825 665794	Paul Fothergill	53 Newbridge Crescent,	Wolverhampton	WV6 0LH
Wolves College Community Sports	Football coaching	01902 821155	Joe Jackson	Community Sports Centre, Bilston Campus, Wellington Road, Bilston	Wolverhampton	WV14 6BT
Wombourne Delicatessan	Catering/retail	01902 896226	Stuart Turner	4 Station Road	Wombourne	WV5 9EL
Woodfield Infant School	Classroom Assistant	01902 558635	Jo Lewis	Woodfield Avenue, Penn,	Wolverhampton	WV4 4AG
W'ton Grammar School	Classroom Assistant	01902 421326	Nigel Crust	Compton Road,	Wolverhampton	WV3 9RB
YMCA City Tots	Child care	01902 371581	Sue Naylor	29-31 Temple Street,	Wolverhampton	WV2 4AN
Zig Zag Dance Factory	Administration	01902 897900	Warren Bullock	Musgrove House, 52 Showell Lane,	Wolverhampton	WV4 4TT
ZIP Rock School	Various	01902 572250	Priya Dass	Dunkley Street,	Wolverhampton	WV1 4AN