



HIGHFIELDS SCHOOL

Acting Headteacher: Mr G. Tate

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT

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

October 2014

Dear Parent/Carer

YEAR 11 WORK EXPERIENCE 3 - 9 September 2015

We are writing to give you advanced notification of the dates that your child will be on work experience during Year 11.

Next year, work experience will be split over two weeks and will take place from the start of the Autumn term, **Thursday 3 September until Wednesday 9 September (5 working days)**. This offers students the opportunity of two separate work experience placements and also minimises the amount of learning time lost in Year 11. All students must return to school on **Thursday, 10 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. (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 **8 October 2014**. 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

Mrs N Clifton
Assistant Headteacher – Head of Upper School

Mrs D Mockler
Work Experience Co-ordinator



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

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 **THURSDAY 3 SEPTEMBER to WEDNESDAY 9 SEPTEMBER 2015** 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

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:

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

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

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

(PLEASE RETURN THIS FORM TO FORM TUTOR BY 8 OCTOBER 2014)

WORK EXPERIENCE PLACEMENTS 2014

COMPANY	JOB	TELEPHONE	CONTACT	ADDRESS	TOWN	POST CODE
Accedian Networks	Sales & Marketing, meetings, customer visits	07789 556016	Kerry Holt	Suite 6, 5th Floor, Beckett House, 36 Old Jewry,	London	EC2R 8DD
ADP Solutions Ltd	Research & Development and Hosting Depts.	01635 214937	Elizabeth Knight	Cygnets Way, Charnham Park,	Hungerford	RG17 0YL
Aldersley Leisure Village	Sports assistant	01902 556200	Alex Lees/Duty Manager	Aldersley Stadium, Aldersley,	Wolverhampton	WV6 9NW
Altodigital Networks Ltd	IT/admin	01384 405359	Michelle Stokes	93 Vantage Point,	Kingswinford	DY6 7FZ
Amani Boutique	Customer service, merchandising, stock taking	01902 901345	Surj & Posh Mahey	01902 497222	Wolverhampton	WV2 3JR
Amber Hair Design	hairdressing - greeting clients, reception duties.	01902 352796	Barbara Mitchell	Old Heath Road,	Wolverhampton	WV1 2RL
Anderson Chemists	Pharmacy duties	01902 342000	Mr Samir Patel	311 Dudley Road,	Wolverhampton	WV2 3JY
Asda	Customer Service	01902 714848 ext. 206	Linda Smith	Jack Hayward Way, Waterloo	Wolverhampton	WV1 4DE
Ashley Court Care Home	Shadowing staff, helping with activities and mealtimes	01902 335584	Narinder Bachra	251 Penn Road,	Wolverhampton	WV4 5SF
Ashmore Boarding Kennels	Animal Care	01902 766885/ 07803 174372	Chris Danks	Radford Lane,	Wolverhampton	WV4 4XP
Ashmore Park IT LTD	retail/IT	01902 304804	Steve/Nick	82 Griffiths Drive, Wednesfield,	Wolverhampton	WV11 2JW
Bantock Primary School	Classroom Assistant	01902 558710	Mrs Cooper	Aston Street, Penn Fields,	Wolverhampton	WV3 0HY
Barclays Bank	Bank Branch Duties	07825 025317	Julie Lacey	Queen Square,	Wolverhampton	WV1 1DS
Barts Bust Bees	Childcare	07855 915289	Denise Hale	St Batholomews Church Hall, Vicarage Road,	Wolverhampton	WV4 4HU
Beauty Boutique	hair and beauty observation, reception work, cleaning	01902 713335	Sam	27 Chapel Ash,	Wolverhampton	WV3 0TZ
Bhatti & Co	Spreadsheet inputting, sorting invoices	01902 252252	Mr Bhatti	8 Shaw Park Business Village,	Wolverhampton	WV10 9LE
Bennett Motors	Observation and helping in workshop	01902 714606	Umar Masood	Roseberry Street, Merridale,	Wolverhampton	WV3 0BH
BHS	Retail duties	01902 421845	Kirsty Wellings	44-45 Dudley Street,	Wolverhampton	WV1 3ER
Bhylls Acre Primary School	Classroom Assistant	01902 761153	Mrs J Edwards	Bhylls Lane, Castlecroft,	Wolverhampton	WV3 8DZ
Bilston Nursery School	Classroom Assistant	01902 556416	Emma Smith	Wolverhampton Street, Bilston,	Wolverhampton	WV14 0LT

Birmingham Hippodrome	Administration/Customer Service	0121 689 3045	Grace Morgan	Hurst Street, Southside,	Birmingham	B5 4TB
Blu-breys	hairdressing duties	01902 335802	Tina Harran	197 Coalway Road,	Wolverhampton	WV3 7NG
Brammer	Marketing assistant	01902 395884	Rebecca Johnson	Headway Road,	Wolverhampton	WV10 6PZ
Bridge Court Housing Care	Help in Day Centre, supply lunch	01902 738124	Alison Morgan	43 Moathouse Lane,	Wolverhampton	WV11 3HE
Brindley Farm Equestrians	Grooming horses, yard duties	01902 374430	John Brindley	Oaken Park Farm, County Lane, Kingswood, Albrighton,	Wolverhampton	WV7 3AH
Brindley Kia	Motor Vehicle duties	01902 717702	John Meredith	55 Penn Road,	Wolverhampton	WV2 4WW
Butterflies Play Hut	Supervision and assisting with children's playgroup	07946 563290	Louise Garner	The Scout Hut, Kingsclere Walk,	Wolverhampton	WV4 4PL
Café Latuskes	Kitchen and waitering duties	01902 764523	Dietmar Latuske	21 Finchfield Road West,	Wolverhampton	WV3 8AY
Caparo Testing Technologies	Chemical analysis	01902 305200	Graham Conde	Planetary Industrial Estate, Unit	Wolverhampton	WV13 3XA
Cardinal Motors	Helping with car services and maintenance	01902 422907	Stan Ashford	104 Lord Street,	Wolverhampton	WV3 0QL
Carillion	Working with various accounting functions	01902 318913	Yaswir Jawed	24 Birch Street,	Wolverhampton	WV1 4HY
Castec Motor Service	General garage work, assisiting fitters with light duties	01902 710555	Ian Warrilow	Great Brickkiln Street,	Wolverhampton	WV3 0PW
Castlecroft Primary School	Classroom Assistant	01902 556606	Paul Dimmock	Windmill Crescent, Castlecroft,	WV3 8HS	
Caterpillar Wolverhampton	Observing and shadowing ICT Dept.	01902 779211	Sharan Chodha-	Racecourse Road,	Wolverhampton	WV6 0QT
CEX Ltd	Shop floor duties, customer service	kharrington@webuy.com	Kerri Harrington	52a Mander Square,	Wolverhampton	WV1 3NN
Compton Hospice	Assist catering team	01902 774526	Maggie Perry	4 Compton Road West,	Wolverhampton	WV3 9DH
Concero	Shadowing technicians with IT issues	0333 111 0004	Jane Oakley	303 Tettenhall Road,	Wolverhampton	WV6 0LB
Constituency Office of Rt. Hon. Pat McFadden	Administration	01902 405762	Sadia Ghani	Crescent House, Broad Street, Bilston	Wolverhampton	WV14 0BZ
Currys PC World	Retail duties	01384 265123	Wendy Hiscox	Merry Hill Centre, Brierley Hill,	Dudley	DY5 1SA
Cute Hair	Keeping salon tidy, making drinks	01902 336300	Rachael Stallard	72 School Road,	Wolverhampton	WV6 8ET
David Lloyd Leisure Centre	Asisiting with sports sessions	01384 344044	Alex Martin	Pensnett Road, Brierley Hill,	Wolverhampton	DY5 3YP
David Williams Construction	Assisting with construction of domestic extensions	07903 884047	David Williams	41 Woodland Road, Finchfield,	Wolverhampton	WV3 8AP
DCD Ltd	Hose, pumps, meters assembly, hydraulics	01902 605405	Christine Somner	Strawberry Lane Industrial Estate, Strawberry Lane,	Wolverhampton	WV13 3RS
Dream Doors	Stock taking, CAD	01902 212262/212304	Richard Foster	281 Tettenhall Road, Newbridge,	Wolverhampton	WV6 0LE
Dunstall Hill Primary School	Classroom Assistant	01902 556417	Miss D Elcock	Dunstall Hill, Dunstall Avenue,	Wolverhampton	WV6 0NH

Edgecliffe High School	Support with pastoral duties	01384 551000	Mrs Allison Bill	Enville Road, Kinver,	Stourbridge	DY7 6AA
Elston Hall Primary School	Classroom Assistant	01902 558866	Hayley Read	Stafford Road, Fordhouses,	Wolverhampton	WV10 6NN
Equinox	retail	01902 423540/ 07832 435375	Mrs B Kumar	48-49 Victoria Street,	Wolverhampton	WV1 3PJ
Eurofit Centre	Tyre fitting & mechanical work	01902 456223	Mohammad Rashed	97 Dudley Road,	Wolverhampton	WV2 3DE
Evans Halshaw	workshop experience	01902 875400	Allan Jones	57-73 Birmingham Road,	Wolverhampton	WV2 3LS
Exova Dudley MT	Testing Laboratory - tensile hardness and impact testing	01384 455751	Teresa Smith	182 Halesowen Road, Netherton,	Dudley	DY2 9PL
FBC Manby Bowdler Solicitors	Solicitors Administration	01902 392445	Joanna Addinell	George House, St Johns Square,	Wolverhampton	WV2 4BZ
Firewalker Fitness and Martial Arts	Health & Fitness club, observing classes	01902 311800	Joby Clayton	1 Salisbury Street,	Wolverhampton	WV3 0BG
First Choice Computers	Office automation, stock recording,	01902 712166	Jerome Campbell	40 Waterloo Road,	Wolverhampton	WV1 4BL
Four Ashes Renault Specialists	Assisting with motor vehicle servicing and repairs	01902 790123	Floyd Hollinshead	Units S1 & 2, Station Drive,	Wolverhampton	WV10 7BU
Frank Guest Motor Spares	Observing mechanics, assisting with MOTs	01902 870924	Karon Budding	Derry Street,	Wolverhampton	WV2 1EY
G M Treble	Administration duties	01902 333111	Stuart Herritty	New Street, Parkfields,	Wolverhampton	WV4 4AN
Gazebo Theatre in Education	Administration	01902 497222	Sarah Parton	Bilston Town Hall, Church Street, Bilston,	Wolverhampton	WV14 0AT
Go Kids Go	Customer service, cleaning	01902 401431	Kamron Khan/Vince	1 Cullwick Street,	Wolverhampton	WV1 2UN
Goldthorn Park Primary School	Classroom Assistant	01902 558730	Mrs K Harrison	Ward Road,	Wolverhampton	WV4 5ET
Hays Recruitment	Admin duties	01902 772666	Charlotte Harding	Derwent House, 42-46 Waterloo	Wolverhampton	WV1 4XB
Health Tec	NHS Under 16 programme	01902 445958	Liz Westwood	44 Pond Lane, Parkfields	Wolverhampton	WV2 1HG
Heath Park School	ICT Technician duties	01902 556360	Mike Berry	Prestwood Road,	Wolverhampton	WV11 1RD
Heritage Plastics	Computer based work	01905 29775/07940	Jazz Boparai	Restdale House, 32 Foregate	Worcester	WR1 1EE
Highways Agency	Admin duties with Commercial Office	0121 678 5955	Jo Ward	10th Floor, The Cube, 199	Birmingham	B1 1RN
Hi-Spec Autos	Customer service, cleaning cars, making number plates	01902 343098	Mr Mahay	39a Birmingham New Road,	Wolverhampton	WV4 6BL
HKM & Co	Accountants Administration	01902 713434	Mr H K Momi	48 Queen Street,	Wolverhampton	WV1 3BJ
HM Marstons	CAD/Workshop	01902 572871	Cheryl Thompson	Fordhouses, Wobaston Road,	Wolverhampton	WV10 6QJ
Indigo Restaurant	Kitchen prep., waitering duties	01902 621155	Mike Sanghera	Claverley Drive,	Wolverhampton	WV4 4PP

Industrial Metal Finishers Ltd	Admin. duties, website updates, filing	0121 526 5250	Debbie Lord	Unit 29 Bills Street, Darlaston,	Wednesbury	WS10 8XB
Irwin Mitchell	Administration	0121 214 5255	Suki Chhokar	Imperial House, 31 Temple	Birmingham	B1 5DB
J K Kalsi Building Design &	Office duties and CAD application	01902 620330	Mr Jeet Kalsi	2 Coalway Road, Penn	Wolverhampton	WV3 7LR
Jacobs	CAD project - house design, structure, power	01902 428575	Derek Fellows	8th Floor Mander House,	Wolverhampton	WV1 3NB
Khalil Opticians	Optical duties	01902 771267	Harneet Rai	22 Victoria Street,	Wolverhampton	WV1 3NP
Kids in Communication (Kicfm)	Helping apprentices, learning how to do radio	1902 427624	Matt Sacco	Wolverhampton College, Paget Road Campus, Paget Road	Wolverhampton	WV6 0DU
Lanesfield Primary School	Classroom Assistant	01902 558950	Mrs J Slater	Newman Avenue,	Wolverhampton	WV4 6BZ
Liverpool Road Dental Surgery	Shadowing dentists, admin work	07956 370989	Rizwana Arshad	26 Liverpool Road,	Stoke	ST4 1AT
Lloyds Pharmacy	Pharmacy duties	01902 444565	Andrew Lewis	Lower Green Health Centre, Lower Street, Tettenhall,	Wolverhampton	WV6 9LL
Madame Clarkes	Customer service and hospitality, waiting tables	01902 569191	Stacey Rhodes	4-5 King Street,	Wolverhampton	WV1 1ST
Marks and Spencer	Customer Service and standards	01902 772233 ext. 3224	Helen Johnson	19 Dudley Street,	Wolverhampton	WV1 3EY
Mercure Hotel	Basic kitchen duties	01902 429216	Andrea Gubbins	126 Penn Road,	Wolverhampton	WV3 0ER
Moog Wolverhampton Ltd	Observing Engineering, operations, continuous improvement depts.	01902 397700	Elaine Mankowski	Valiant Way,	Wolverhampton	WV9 5GB
MRG Clothing	retail duties	07866 401834	Ram	17 Victoria Street,	Wolverhampton	WV1 3NP
New Park Village TMC	Reception & childcare	01902 552670	Janet Shaw	Ellerton House, Ellerton Walk,	Wolverhampton	WV10 0UG
Next	retail duties	01902 874080	Michelle Kerry	St Johns Retail Park	Wolverhampton	WV2 4SJ
NJB Physiotherapy LTD	Physiotherapy observation	01902 844030	Neil Jones	Oak Tree Rise, Codsall,	Wolverhampton	WV8 1DP
Northfield Road Primary	Classroom Assistant	01384 818710	Mrs S M Jones	Northfield Road, Netherton	Dudley	DY2 9ER
Omega Pistons Ltd	Working in Design Office (CAD)	0121 559 6778	Fred Hadley	Oakbarn Road,	Halesowen	B62 9DW
PC World	Retail duties	01902 877731/07545	Chris Jones	Unit 3 St Johns Retail Park,	Wolverhampton	WV2 4SJ
Penn Care Pharmacy	Pharmacy duties	01902 336591	Gurdeep Singh	48 Warstones Road, Penn,	Wolverhampton	WV4 4LP
Penn Hall School	Classroom Assistant	01902 558355	Jayne Cowdale	Vicarage Road, Penn,	Wolverhampton	WV4 5HP
Penn Kids Day Nursery	Assisting staff, activities with children	01902 334864	Laura Jones	1 Woodfield Avenue, Penn,	Wolverhampton	WV4 4AG
Penn Models Ltd	General store duties, servicing models	01384 400085	Ian Littlely	134 Moss Grove,	Kingswinford	DY6 9ES
Penn Street Garage	Workshop maintenance and general vehicle knowledge	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
Pennwood Dental Surgery	Dental surgery duties	01902 338278	David Pannell	428 Penn Road,	Wolverhampton	WV4 4DQ
Pennys Café	Assisting with food prep & customer service	01902 341041	Glynis Penny	566 Penn Road,	Wolverhampton	WV4 4HU
Pets at Home	Customer service, deliveries, shop standards	01902 459755	Emma Cartwright	St Johns Retail Park,	Wolverhampton	WV2 4SJ
PJ Motor Sport	Administration, Workshop observation	01902 862882	Paul Jagdev	Unit 8, New Cross Industrial Estate, Willenhall	Wolverhampton	WV1 2RZ
Posh Paws	Animal Care	01902 661000	Julie Dangerfield	94 Dovedale Road,	Wolverhampton	WV4 6RB
Ramada Park Hall Hotel & Spa	Setting up meetings, room service, housekeeping etc.	01902 349510	James Jagpal	Park Drive, Goldthorn Park,	Wolverhampton	WV4 5AJ
Royal Mail	Sorting letters and parcels, admin duties	07436 282645	David Jones	Sun Street,	Wolverhampton	WV1 1AA
S & S Charter Stores	Retail duties	02476 469709	S Hayer	282-286 Charter Avenue,	Coventry	CV4 8DA
Sandwell Valley Riding Centre	Animal Care	0121 588 2103/07900 188079	Hannah Lewis	Wigmore Lane,	West Bromwich	B71 3SU
Sedgley Library	Library duties	01384 812790	Pauline	Ladies Walk, Sedgley,	Dudley	DY3 3UA
Select & save	Shop floor work	01902 338588	Tal	5 Warstones Drive, Merryhill,	Wolverhampton	WV4 4PP
Serenity Beauty	Observing treatments, reception and cleaning	01902 338990	Usha Rai	Unit 4 Springhill Lane,	Wolverhampton	WV4 4SH
Shuga Budz	Baking, modelling, coffee shop	01902 750428	Debbie Nutting	49 Bridgnorth Road, Compton	Wolverhampton	WV6 8AF
Signal 107	Programming, time with Breakfast show	01902 571070	Michelle Winters/	2nd Floor, Mander House,	Wolverhampton	WV1 3NB
Specsavers Opticians	Optical duties	01902 715844	Debbie Clark/Dawn	58-59 The Wulfrun Centre,	Wolverhampton	WV1 3HG
Springdale Infant School	Classroom Assistant	01902 558805	Rachael Westwood	Warstones Drive, Penn,	Wolverhampton	WV4 4NJ
St Barts Primary School	Classroom Assistant	01902 558855	Mrs Kent	Sedgley Road, Penn,	Wolverhampton	WV4 5LG
St Georges Hospital	Social Care	01785 221576	Chris Dale	Flanagan Centre, St Georges	Stafford	ST16 3AG
St Lukes Primary School	Classroom Assistant	01902 556434	Mrs A Smith	Park Street South,	Wolverhampton	WV2 3AE
St Peters School	PE Department	01902 558600	Kirk Marston	Compton Park, Compton Road	Wolverhampton	WV3 9DU
Storm Games Ltd	Games Design	01902 374124	Richard Sheldon	Unit D Auction Buildings, Long	Neachley,	TF11 8PJ
Telford Ski Centre	Sports assistant	01952 382650	James Craig	Court Street, Madeley, Telford,	Shropshire	TF7 5DZ
Tettenhall Special School	Classroom Assistant	01902 556519	Mostyn Mahoney	Regis Road,	Wolverhampton	WV6 8XF
Thapers Accountants	Accountants Administration	0121 554 7266	Harprit Sogi	14 Holyhead Road,	Birmingham	B21 0LT
The Bluebrick Restaurant	Kitchen duties, taking orders and front of house	01902 875301	Guy Mumford	Broad Gauge Way,	Wolverhampton	WV10 0BA
The Threading Room	Reception duties, beauty treatments, cleaning	01902 340220	Sunita Paul	89 Upper Villier Street, Blakenhall	Wolverhampton	WV2 4NX

Timken UK Ltd	Practical experience in manufacturing, assembly & engineering	07799 798302	Martyn Jones	Upper Villiers Street,	Wolverhampton	WV2 4UH
Toni & Guy	Assisting stylists, cleaning	01902 716600	Shareena/Becky	61 Victoria Street,	Wolverhampton	WV1 3NX
Torquill Clark Ltd	Assisting in administration of pension schemes	01902 705785	Elaine Bartram	St Marks, Chapel Ash,	Wolverhampton	WV3 0TZ
tru Gym	Gym work and reception work	01902 451339	Priya Kaur	41 Birmingham New Road,	Wolverhampton	WV2 3LQ
Tweedale Ltd	Architectural drawing/site visits	01902 774660/ 07703 280221	Tracey Parbery	265 Tettenhall Road,	Wolverhampton	WV6 0DE
TZ Hair Salon	Assisting stylists, general observation	01902 574921	Jackie Gordon	40 Queen Street,	Wolverhampton	WV1 3JW
Ultimate Hairdressing	hairdressing duties	01902 713999	Samantha Yates	3 Hampton Walk, Queen Square,	Wolverhampton	WV1 1TQ
Unit Garage	Observation and assisting in garage workshop	01902 620620	Mr M Scriven	226 Trysull Road, Merry Hill,	Wolverhampton	WV3 7JR
Uplands Junior School	Classroom Assistant	01902 558870	Mrs L Ward	Finchfield Road West, Finchfield,	Wolverhampton	WV3 8BA
Vanilla Coffee	Kitchen and waitress duties	01902 757380	Carole Ashworth	6 School Road, Tettenhall Wood,	Wolverhampton	WV6 8EJ
Warburton	Office duties with Marketing Team	01204 556737	Sheila Downward	Hereford Street,	Bolton	B11 8HJ
Warstones Primary School	Classroom Assistant	01902 558787	Mrs Judy Clarke	Warstones Road, Penn,	Wolverhampton	WV4 4LU
Wolf Mountain	Various	01902 711186	Julian Porter	Paget Road,	Wolverhampton	WV6 0DU
Wolverhampton Art Gallery	Working in Education Dept., to complete Arts Award accreditation	01902 551949	Ros Glover	Lichfield Street,	Wolverhampton	WV1 1DU
Wolverhampton Boxing Club	Sports assistant	01902 686675/07703 295548	John Thomas	9 Willenhall Road, Horseley Fields,	Wolverhampton	WV1 2HL
Wolverhampton City Council	Administration	01902 551372	Ros Jervis	Civic Centre, St Peters Square,	Wolverhampton	WV1 1RG
Wolverhampton City Council	Admin in Environmental Health Dept.	01902 551155 ext 1912	Emma Waites	Civic Centre, Ring Road St Peters,	Wolverhampton	WV1 1SH
Wolverhampton City Council	Support Finance Dept. in providing accountancy services	01902 554423	David Kane	Civic Centre, St Peters Square,	Wolverhampton	WV1 1SH
Wolverhampton City Council	Legal Department	01902 551155 ext 4959	Barbara Phillips	Civic Centre, St Peters Square,	Wolverhampton	WV1 1SH
Wolverhampton College	Assisting & setting up gym equipment, football pitches	01902 821180	Dan Clarke/Joe Morgan	Wellington Road Campus, Wellington Road,	Wolverhampton	WV14 6BT
Wolverhampton Homes	Brickwork, concreting, floor tiling etc.	01902 556801	Shaun Mulloy	134/137 Harrowby Road, Fordhouses,	Wolverhampton	WV10 6RB
Wolverhampton Homes	Construction	07891 609385	Mick Guy	Rough Hills Road, Hickman Avenue,	Wolverhampton	WV1 2BY
Wolverhampton Homes	Electrical duties	07891 609385	Mick Guy	Rough Hills Road, Hickman Avenue,	Wolverhampton	WV1 2BY

Wolverhampton Homes	Administration duties	1902 550144	Oliver Herrmann	Chillington Fields Industrial	Wolverhampton	WV1 2BY
Wolverhampton Racecourse	Admin duties in Accounts and Sales Offices	01902 390025	Kimberley Crump	Dunstall Park,	Wolverhampton	WV6 0AR
Wolverhampton Volkswagen	Shadowing and assisting technicians	01902 454606	Dean Beddows	Bilston Road,	Wolverhampton	WV2 2AJ
Wolves Community Trust	Sports/admin	01902 687038	Tom Warren	Molineux Stadium, Waterloo Road,	Wolverhampton	WV1 4QR
Woodfield Infant School	Classroom Assistant	01902 558635	Ms S Patel	Woodfield Avenue, Penn,	Wolverhampton	WV4 4AG
Woodfield Junior School	Classroom Assistant	1902 558835	Amanda Nutt	Woodfield Avenue,	Wolverhampton	WV4 4AG
Woodthorne Primary School	Classroom Assistant	01902 558544	Justin Crilly	Woodthorne Road South,	Wolverhampton	WV6 8XL
YMCA City Tots	Working in children's nursery	01902 371581	Charlie Hamblet	29-31 Temple Street,	Wolverhampton	WV2 4AN
Castle Galleries	Helping with gallery displays, customer	01902 428312	Mark Horton	62 Victoria Street,	Wolverhampton	WV1 3NX
Ginger 6 Ltd	Building and repairs of PCs, depatching and picking orders	08712 307170	Leah Ball	Unit 15, Four Ashes Industrial Estate, Station Road, Four Ashes,	Wolverhampton	WV10 7DB



HIGHFIELDS SCHOOL

Acting Headteacher: Mr G. Tate

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT

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

November 2014

Dear Parent/Carer

YEAR 11 WORK EXPERIENCE – 3 to 9 SEPTEMBER 2015

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 – 2015'. 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 2014. 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