



Haygrove School

Work Experience Week 2026

WHEN IS IT? Monday 5th July—Friday 9th July 2027

WHAT IS IT ? A great opportunity to experience what it is like to work in a real-world environment to explore a career, understand workplace culture and develop soft skills like confidence and communication.

WHO IS IT FOR? All students in Year 10

Every Year 10 student is responsible for arranging their own work placement

WAYS TO ARRANGE A PLACEMENT

1. Use the employer database to browse possible work placements and then make contact with employers.
2. Approach employers directly, especially if you have a clear idea of what you want to do.
3. Talk to family and friends who may be able to suggest a suitable employer for you.
4. Apply for one of the vacancies shared by the School Careers Lead

Placements can be local or further afield e.g Exeter, Bristol or London

BUT, you must make sure you can arrange and pay for your travel and/or accommodation before you confirm a placement outside the area.

THE EMPLOYER DATABASE

This is a database of employers who have previously hosted a work placement student and therefore may be willing to take a student in 2027.

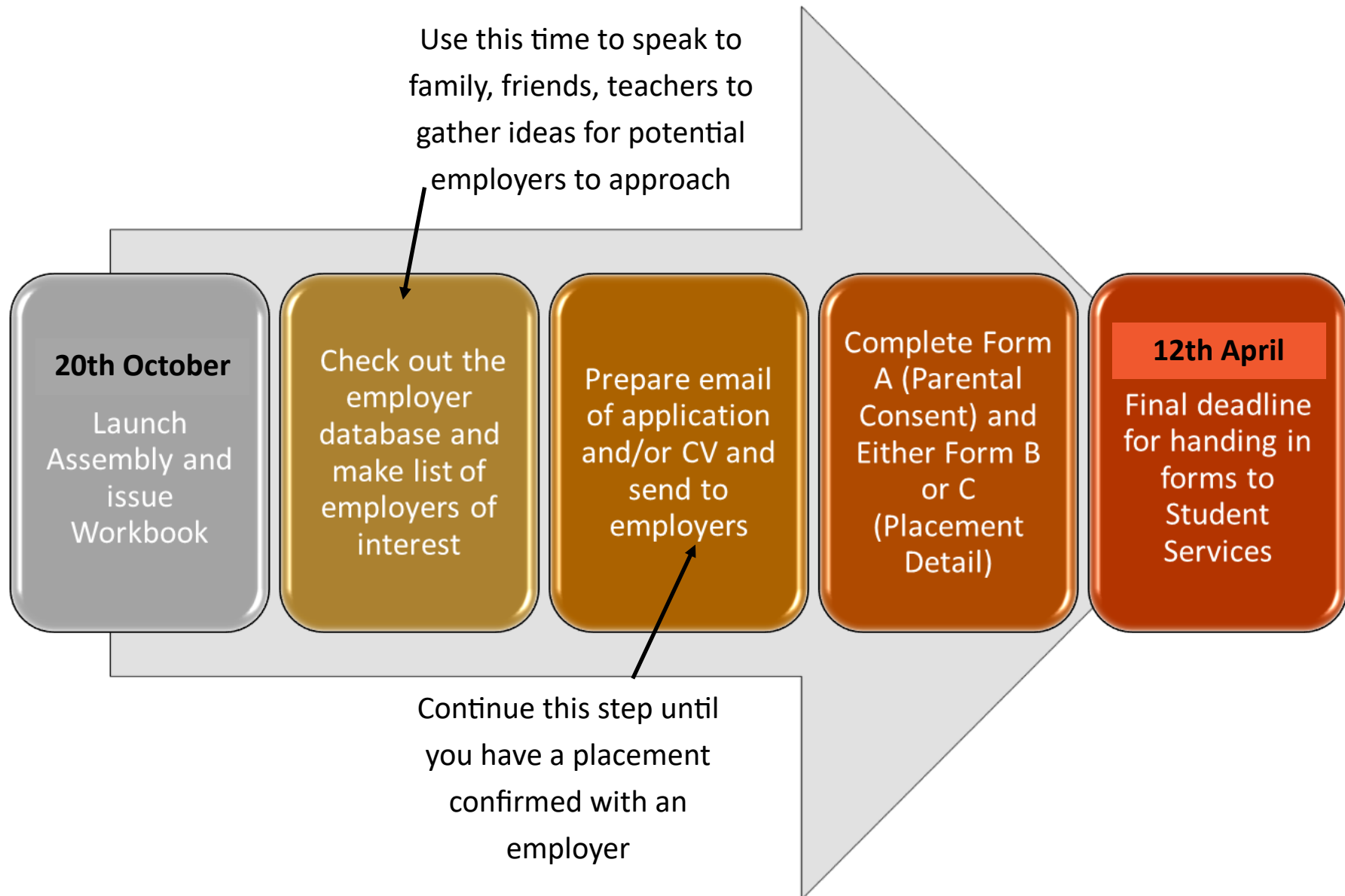
You need a PIN to access the database (see your work experience letter)

You will find the database at: <http://ssp.learnaboutwork.net>

Write your PIN here:

If you haven't got your PIN please ask your tutor or Student Services

YOUR STEPS TO SECURING A PLACEMENT



HOW TO USE THE DATABASE



Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.
If the school name is incorrect, click on it to change it.

School **Haygrove School**

Name

PIN

Login

Clear

Enter your full name
(as it is on the Arbor
system at school)

Insert PIN provided
to you on your work
experience letter

Then click here!



You are logged in as [redacted]

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[Search](#)

[Own Placement](#)

[My Placement Details](#)

Student Home

This system has been designed to help you prepare for your placement, whether you are finding your own or selecting one from Link2.

Information to get started is in the Work Experience Literature, see above.

All the details you need to be aware of are on the job descriptions; make sure you have read and understood them before making your selections.

Click here to search
for placements

Travel arrangements must be agreed by your parent / carer before submitting your placement choices.

If an employer requests an interview, you must attend.

If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.



SWEP

You are logged in as

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Search

Please select one of the options below, or enter a job number

Job number

[Go](#)

OR search for all or part of an employer's name here:

Employer

[Go](#)

OR search on employer's postcode here:

Postcode

[Go](#)



Administration, Business and Office Work



Building and Construction



Catering and Hospitality



Computers and IT



Design, Arts and Crafts



Education and Training



Engineering



Environment, Plants and Animals



Financial Services



Healthcare



Languages, Information and Culture



Legal and Political Services



Leisure, Sport and Tourism



Manufacturing and Production



Marketing and Advertising



Media, Print and Publishing



Performing Arts



Personal and Other Services including hair and beauty



Retail Sales and Customer Service



Science, Mathematics and Technology



Security and Armed Forces



Social Work and Community Services



Transport and Logistics



ALL All Categories

To restrict your search to a specific post code area, town, telephone code area or to display SEND supportive placements enter the details here and press submit before making your classification selection.

Postcode:

Town:

Telephone:

Choose an Industry that interests you and click

If you are looking for a particular employer, put the name and/or postcode

If you want your placement to be in a certain location, put the postcode, town or area code here



You are logged in

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Opportunity List

Records 1 to 20 of 642

First | Prev

Organisation	Job Title	Town	Postcode	Job	
A & K Autos	Mechanics Assistant	STURMINSTER NEWTON	DT10 2HP		
A A Sales and Repairs	Engineering Assistant	YEOVIL	BA22 8DN	27288	View
A B Autos	Garage Assistant	CHARD	TA20 1AB	24241	View
A Capozzoli & Sons	Mechanic/car service asst	ILCHESTER	BA22 8LD	2897	View
A E George Commercials Ltd	Mechanic/HGV service asst	BRUTON	BA10 0JH	2901	View
A J & R G Barber Ltd	Multi skilled Maintenance Engineer Assistant	SHEPTON MALLETT	BA4 6PR	26996	View
A J P Auto Services	Mechanics Assistant	TAUNTON	TA3 7JJ	20556	View
A K Autos	Assistant Mechanic	MARE			
A M Cars Ltd	Paint Sprayer/Panel Beater Assistant	ILMINSTER	TA19 9		
Aardvark Motors	Mechanics Assistant	SOMERTON	TA11 7		
ABA Groundcare (SW) Ltd	Workshop Assistant	TIVERTON	EX16 5GZ	25429	View
AC Electrical Contracting	Electrician Assistant	CASTLE CARY	BA7 7LG	26404	View
ACE Motorcycle Training	Work Experience Student	BRISTOL	BS31 1NH	27752	View
Adaero Precision Components Limited	Engineering Assistant	CREDITON	EX17 1HN	26086	View
Adams Morey Ltd	Technician Assistant	BRIDGWATER	TA6 5LB		View

You can sort the list by town and/or postcode

Browse the employers in your chosen industry

If you want to learn more about an employer, click view



You are logged in

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You can print this information off if you want to

Job Description

[Printable version](#) | [Return to job list](#) | [New search](#)

This is the Job Number—make a note of this as it is needed for the placement forms and it helps to find the placement again with ease

Employer	Northgate Primary School	TA6 3EU
Job Title	Teaching Assistant	
Job Number	20103	
Classification	Education and Training	
Activities Involved	Student will be helping out in the classroom, assisting the teacher in activities and	
Other Information	Education Providers have a duty of care to inform Employers of any medical conditions when applying for Work Experience as this forms part of the risk assessment carried out to secure the safety of students on placements.	
Health and Safety		
Meals	Packed lunch	
Days & Times	Mon - Fri: 8.30 - 3.30	
Clothing	Smart/casual	
Travel		
Interview		

This is the job a note of this a the placement helps to find again v

Read all this information, so you know the details of the placement

Read all this information, so you know the details of the placement

Contact the employer to find out how to apply

Website			
Address	Northgate Primary School Northgate BRIDGWATER TA6 3EU	Contact Position Tel. Email Supervisor Email	Mrs Katie Penny 01278 226070 office@northgateprimarysch
	Click for map		

HOW TO APPLY FOR A PLACEMENT

- **Make a list** of employers you would be interested in approaching for a work experience placement.
- **Contact the employer by phone, if possible**, to explain that you are interested in completing your work experience week with them.
- **Ask how to apply** for a work experience placement. The employer may ask you to send an email, write a letter of application or complete an application form.
- **If you are unable to speak to someone on the phone**, send an email to the employer explaining that you would like to arrange a work experience placement.

See the next pages for help on:

- What to say when you ring an employer.
- How to write an email or letter to apply for a work placement.

Two important things to remember!

1. Make sure you get the name of the person you speak to and/or the person you need to send the information too, plus their email address or postal address. *Write this information down so you don't forget it!*
2. On your application, make sure you include your full name, the name of our school and an email or phone number so that the employer can contact you to confirm your placement request.

**Remember that
Work Experience Week
is from 5th July — 9th July 2026**

WHAT TO SAY WHEN YOU RING A POTENTIAL WORK PLACEMENT EMPLOYER

Introduce yourself...

'hello, my name is _____ and I am a Year 10 student at Haygrove School in Bridgwater.'

Say why you are ringing...

'I am interested in completing my work experience week with your organisation and looking to find out how I can apply to do this.'

LISTEN carefully to what the person says and answer any questions to the best of your ability. They may ask:

- Why are you interested in this placement?
- What are the dates of the placement
- What do you want to do whilst you are on work placement
- Do you have any previous experience (part time job etc)
- Make a note of any instructions given e.g. how to apply, interview date or information to send

Say thank you at the end of the call.



If you are invited to an interview, please let the employer know if you are unable to attend or no longer wish to go.

HOW TO WRITE A LETTER/EMAIL OF APPLICATION

- Always write to a named person if possible.
- If you are sending your email/letter to a named person always use a prefix (Mrs, Mr, Miss, Ms, Dr etc) and their surname and end it with 'Kind Regards'.
- You can hand-write or type your letter.
- **Always do a rough version of your letter/email first, check it and then type it or write it neatly.**
- Use a standard letter format – see the sample on the next page.
- Explain why you are writing the letter and say something about yourself: your skills (organised, good listener, quick learner etc), any previous relevant experience (hobbies and interests, school work/projects, part time work etc) and why you think you would be a good candidate for work experience.
- If you want to, you can include your most recent school report or a CV with your letter.

**Who can help you
check your letter/email?**

Someone in your family

Mrs Hannaford

Your Tutor

Your Head of Year

EXAMPLE LETTER/EMAIL OF APPLICATION

YOUR NAME

YOUR ADDRESS

YOUR ADDRESS

YOUR ADDRESS

POSTCODE

YOUR EMAIL

YOUR PHONE NUMBER

DATE (e.g. 10 November 2026)

Dear [put the name here or Sir/Madam]

Haygrove School Year 10 Work Experience Week: 5th July— 9th July 2027

I am writing to ask whether your organisation would be able to provide me with a week of work experience from 5th July—9th July 2027.

I am interested in completing my work experience with [PUT THE NAME OF THE ORGANISATION HERE] because...

I believe I would make a good work experience student because...

If I am able to complete my work placement with your organisation it will help me...

If you are interested in providing me with work experience, please let me know what I need to do next to apply. Attached is a copy of my most recent school report/CV. *[Only include this sentence if you are sending either of these two pieces of information with your letter].*

I look forward to hearing from you .

Kind Regards

[Put your signature here]

YOUR NAME (first name and surname)

... you want to work in this sector when you leave school/college.

... you like the work the company does and want to find out more about the organisation.

... you believe this is an exciting area of work and want to find

Say something here about why the company should choose you to visit them for work experience. Use key words such as: enthusiastic, responsible, well organised, keen to learn, fast learner, confident, have initiative, good communication, numerate, creative, problem-solver

Mention things like hobbies, work experience, extra-curricular activities , ICT skills, favourite/best school subjects etc that are relevant to the work the company does.

... decide what direction I should take when I leave school./college

...decide which college course or apprenticeship to apply for next year.

... understand what it is like to work in [name job sector].

... realise what it is like to work in a real work place and the skills I need to develop to succeed.

First Name and Surname

Your address and postcode
Phone number
Email address

Personal statement

To complete this section, you might find it helpful to try and answer the following questions: What are your skills? What sort of person are you? What sort of career are you considering and in what way do you have, or are developing, the skills and knowledge you need? Don't worry if you repeat some of the information you have put in your letter of application.

Give real examples to back up what you say, if you can..

Education

Primary School:

Secondary School:

GCSE's/Qualifications:

You should also mention here any other qualifications or certificates you have achieved outside of school.

Work Experience

If you have had a part-time job, put the name of your employer, your job title, when you started the job (and when it ended if you are no longer employed) and write one or two sentences about the job role.

Hobbies & Interests

List any hobbies or special interests you have. Say how much time you spend doing this each week/month and mention any achievements so far. You can include any lunchtime or after school clubs here and activities such as Duke of Edinburgh Award.

References

Include a school contact e.g. Head Teacher, Head of Year or Tutor

Include a work experience or part time job contact if you have one.

CREATING A CURRICULUM VITAE (CV)

WHAT TO DO WHEN YOUR PLACEMENT HAS BEEN AGREED WITH AN EMPLOYER

1. Your parent/carer must complete and sign the Parent/Carer Consent/Medical Form (**FORM A**). Pictured here
2. Then depending on how you found your placement, complete either;
 - **FORM B: Placement Form; with 'job number'.** Or
 - **FORM C: NEW placement request form**

Forms must be returned to Mrs Hannaford in Student Services
BEFORE: Monday 12th April 2027

Information for the Employer

1. They MAY be visited by The SouthWest Work Experience Partnership (SWEX) who carry out health and safety checks on the school's behalf. Every placement needs approval.
2. SWEX will check that the correct insurances are in place.
3. Students will be visited or contacted by a member of our school staff during the Work Experience Week.

This is the Parent/Carer Consent Form (A).

Information from here may be passed to your work placement

FORM A

Haygrove School Work Experience Programme
Parental Consent & Special Medical Needs Form

Name of Student Tutor Group

Please complete the form below to indicate whether your child has any needs which you feel may affect their work experience placement.

	Yes	No		Yes	No
Physical disabilities			Diabetes/Epilepsy/Asthma		
Learning difficulties			Other		
Allergies			Regular medication		

If you have answered YES to any of the above, please give further details particularly any restrictions or means of managing the situation advised by a doctor or any other specialist.

.....

.....

If the answer is "Yes" to any of the questions above, the information will be shared with placement providers to ensure that students have appropriate supervision.

Any other concerns you would wish brought to the attention of the placement provider:

.....

My child is fully protected against Tetanus (check with your doctor if necessary) Yes ☐ No ☐

(This section is relevant if your child wishes to work for example in Agriculture, Horticulture or an area of work which may involve working in the proximity of animals.)

.....

I understand that it is a condition of Work Experience that the student shall not receive any payment, and is not entitled to the benefits of National Insurance (Industrial Injuries) Act in the event of an accident while taking part in this scheme.

I have read the letter as parents/guardians, and I am willing for my child to participate in a Work Experience Scheme for the purpose of gaining experience in the world of work and also understand that the information I have provided above will be communicated to the placement provider in order for an appropriate risk assessment to be undertaken.

Signature of Parent/Guardian Date:

Please return to Mrs Hannaford in Student Services by: []

Complete either FORM B or FORM C.

The form you complete will depend on whether the employer is already on our Employer Database or not (i.e. have they taken part in our Work Experience Programme before).

- Complete FORM B (pictured on left) if your employer **is** on the database. Be sure to note the 'Job Number' and any changes.
- Complete FORM C (pictured on right) is for any NEW placement/employer so we can capture the details and arrange placement visits with the employer.

Please return to Student Services by **Monday 12th April 2027**

FORM B

Haygrove School: Placement Form

Complete this form if the proposed placement is on our Employer Database
(i.e. The employer has taken part in our work experience ~~programme~~ before)

STUDENT DETAILS:		
First Name:	Surname:	Tutor Group:
EMPLOYER DETAILS:		
Employer Name:	Job Number (if known):	
Name of Person Agreeing to the placement:	Contact Number:	
Employer Email Address:		
Please state changes to the placement detail (e.g. job title, address, working hours, clothing or lunch arrangements):		

Employers will be emailed an Employer Agreement ahead of our Work Experience Week.

Please return this form to Mrs Hannaford in Student Services by

FORM C

Haygrove School: New Placement Request Form

Complete this form if the proposed placement is not on our Employer Database
(i.e. The employer has not taken part in our work experience ~~programme~~ before)

STUDENT DETAILS:		EMPLOYER DETAILS:		
First Name:	Surname:	Company Name:	Tutor Group:	
Address:		Postcode:	Contact Name:	
Telephone No:		Email:		
PLACEMENT DETAILS:		From:		
Placement Job Title:	To:	Monday/Direct Line:	Supervisor:	
Job Description Activities: (please complete as fully as possible as this information will be used to complete the online job description and will help the Risk Assessor when they undertake checks):		Days:		
Health & Safety Information that you may have discussed with the employer that our Risk Assessors should know about when undertaking their checks:				
Start Time:	Finish Time:	Clothing Arrangements:		
Interview:	Lunch Arrangements:		Travel Arrangements:	
DID THE EMPLOYER HAVE:				
Public Liability Cover:	Yes	No	Employers Liability Cover:	
I confirm that the employer has been contacted regarding this placement and has agreed to the placement and for a H&S check to be undertaken.			Yes	No
Signed:			Date:	

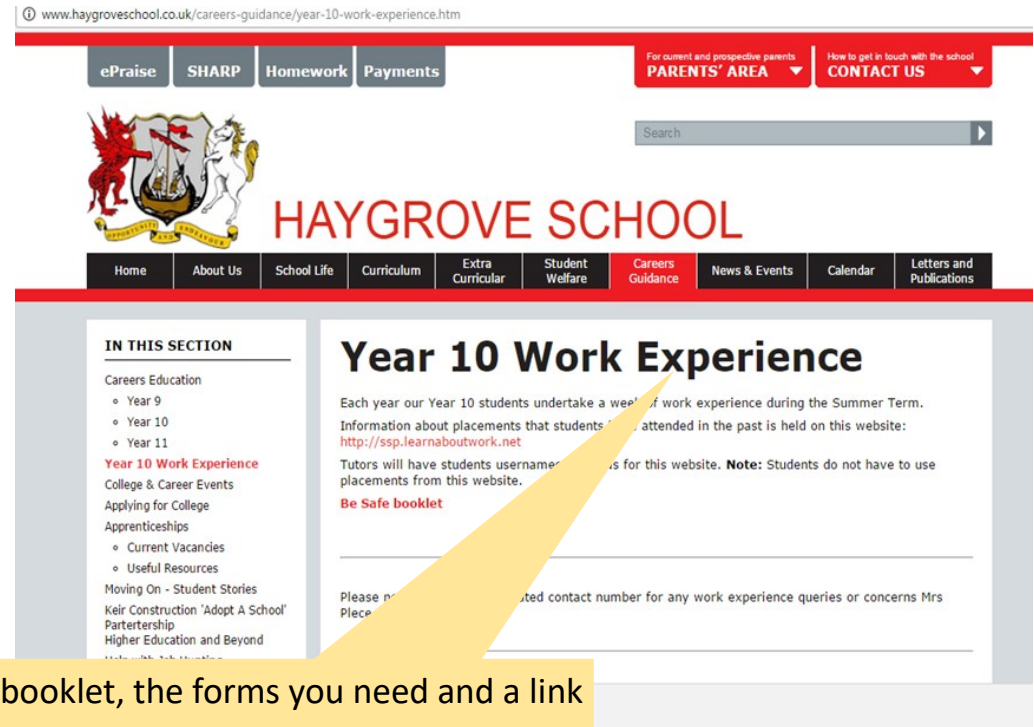
Please return this form to Mrs Hannaford in Student Services by

WHERE CAN YOU GET HELP ?

1. Use the database to get some ideas.
2. Ask your family and friends.
3. Talk to your tutor and teachers.
4. Use the internet to research local employers in the job sector you are interested in.
5. Come and talk to Mrs Hannaford who may be able to help you or give you ideas.

BUT REMEMBER!

- It is your responsibility to arrange a work placement, NOT the school.
- If you miss the deadline, your employer/work placement may not be approved in time.
- If you do not find a work placement you will spend the week in school



This booklet, the forms you need and a link to the Employer Database are all on the school website.

Or you can get copies of the booklet and forms from Student Services.

If you lose your database access PIN, ask your tutor or Student Services

**DEADLINE FOR
COMPLETED FORMS IS
Monday 12th April 2027**

Use this space to keep track of employers you contact:

[illegible]

FINAL CHECKLIST

- ☐ I have researched the type of work/career that interests me.
- ☐ I have contacted several suitable employers.
- ☐ I have kept a record of my employer contacts.
- ☐ I have followed the employer's application instructions.
- ☐ I have confirmed my placement for Monday 5 July – Friday 9 July 2027

Note: Tuesday 6th July if opting to attend the Richard Huish Experience Day trip

- ☐ I know who to contact at school if I need help.
- ☐ My parent/carer has completed and signed FORM A.
- ☐ I have completed FORM B or FORM C as appropriate.
- ☐ I have returned my completed form(s) to Student Services by Monday 12 April 2027.

