

Archbishop Ilsley Catholic School

Justus et Tenax Proposit – Just and Firm of Purpose
Victoria Road, Acocks Green, Birmingham, B27 7XY

Tel: 0121 706 4200

Email: enquiry@ilsley.bham.sch.uk

Website: www.ilsley.bham.sch.uk

Head Teacher: Mr Ciaran Clinton



Dear Sir/Madam,

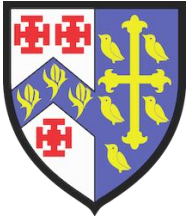
I am writing to confirm that year 10 students at Archbishop Ilsley Catholic School are currently seeking a work experience placement for the week commencing 29th June. The aim of this placement is to allow our year 10s to gain valuable skills from the working world that they can then build on over the course of year 11 setting them up for their future career, University, job applications and interviews, plus much more.

Year 10 have been sent out to find and apply for their own work experience, to show initiative and research skills. If you have been sent this letter via email or in person then please consider this student for a week long work placement with yourself or a colleague. I thank you for your consideration and hope that you can support us this year.

For more information please don't hesitate to contact me at: careers@ilsley.bham.sch.uk

Yours faithfully

Mr Meredith
Head of Careers



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Dear Sir/Madam,

Thank you for kindly offering to provide a work experience placement for one of our students during the week beginning **Monday 29th June 2026**.

As part of our duty of care, we are required to ensure that all placements are covered by appropriate insurance and are safe for our students. We therefore kindly ask that you provide the following documents:

- A copy of your **Public Liability Insurance** certificate.
- A **Health and Safety Risk Assessment** relevant to work experience students/employees.

Please send these documents by email to:

✉ careers@ilsley.bham.sch.uk

For the attention of: **Mr J Meredith, Careers Lead** mentioning the students full name.

We very much appreciate your support in providing this valuable opportunity for our students.

Yours faithfully

Mr Meredith
Head of Careers

