



SMITHILLS SCHOOL

SUCCESS FOR ALL

C. Dewse: Headteacher

BA (Hons), PGCE, National SENCO Award, NPQH

P. Pavey: Deputy Headteacher

BA (Hons), PGCE, NPQH, FCCT

J. Gunn: Deputy Headteacher

BSC (Hons), PGCE, NPQH

Smithills Dean Road, Bolton, BL1 6JS 01204 842382 office@smithillsschool.net smithillsschool.net

September 2025

Dear Employer

I am writing to you as an employer to ask if you would be in a position to support Smithills School with our Work Experience Programme.

Smithills School is running a Work Experience Programme for Year 10 pupils from Monday 29th June - Friday 27th - Thursday 2nd July 2026 and we would be extremely grateful if you were able to offer a placement for one of our students.

We are very appreciative of employer involvement with our programme, as we truly believe Work Experience provides an extremely valuable opportunity for young people to gain experience of a real working environment, and therefore better prepare them for the transition from school to employment.

A work placement also helps individuals extend their personal life skills and have more appreciation for the employability skills needed to enter the world of work in the future. As an addition, many students often seek out and receive valuable careers information and guidance whilst in the work place.

Last year was a real pleasure receiving students back into school with improved self-esteem, a renewed enthusiasm to learn and a more focused attitude to their futures.

If you are able to accept a student from Smithills School for a week placement from – Monday 29th June - Thursday 2nd July 2026

We are working alongside Unifrog and all our forms will be emailed out to you and saved to our account which hopefully is a much simpler route this year, much less paper work

I would like to thank you in advance for taking the time to consider being part of our Work Experience Programme for 2025. Should you have any further questions about the programme please do not hesitate to contact me.

Yours sincerely,

A. Bennett – Careers Leader

