

March 2026

Dear Parent/Carers of Year 12 Students,

RE: Work Experience

All students in Year 12 are going to be completing work experience from **13th – 17th July 2026**.

In this period there will be no timetabled lessons – each day all students will be at a workplace of their host employer. We are aware that some students will be taking part in other school activities this week such as Gold DofE, however they can choose to complete work experience at another convenient time.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop vital skills for their CV and future applications. We know it can be one of the most transformational experiences young people have during their education.

Year 12 students are currently writing a CV and covering letter in their Additional studies lesson, they will then cover how to make contact with potential work experience places, as all students will be required to source their own work experience placements. The year team will also be able to support students in this process.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and add the placement to their Unifrog account as soon as possible (they'll find the Placements tool on their Unifrog homepage and have been shown where to access this by their additional studies teacher and tutor).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately**.
- Unifrog have created a set of guides to support this process, which can be accessed here. [Guides - Placement - Unifrog](#)

Please do make use of Unifrog's guides help you, if you have any questions, please do not hesitate to contact me.

Yours sincerely,

Mr S Skidmore

Head of Year 12