September 2025

Dear Parent/Carer

I am writing to inform you of the key dates for your child's work experience placement in Year 12. Work experience is scheduled from **Monday 6th July to Friday 10th July 2026**. The dates are fixed and cannot be changed to suit individuals, so it is important that privately arranged placements are aware of the dates and fall within this time period.

Students should arrange for a work experience placement with a contact they have in a business/industry they have an interest in. This contact could be a family member or colleague/friend who you feel works in a suitable environment.

Student will complete their private placement details on Unifrog. Details will be given to them in their skills lessons over the next three weeks. An introduction to Unifrog can be found on https://www.youtube.com/watch?v=iQzjj5ULhAE and an introduction to the Placements tool can be found on https://cdn.unifrog.org/video/hfxcu5f6a6/360.mp4

PRIVATE PLACEMENT GUIDANCE

- Parents/family to contact employer to request a work experience placement for **Monday 6th July 2026 to Friday 10th July 2026.**
- Students need to complete the Unifrog form needs be completed and forwarded to the chosen employer no later than **Friday 22nd May 2026**. Employer confirms via Unifrog that the placement offered has been offered. This acts as a formal offer of work experience. The form must then be signed by parents by **Friday 5th June 2026**.
- Please be aware that we will need to confirm that the employer has the correct employer's liability insurance and health and safety measures in place. This is a legal requirement to ensure that your child is not at risk whilst in their placement.

Should you have any queries about work experience please do not hesitate to contact me.

Yours faithfully

Mr Knight
Leader of Post 16 student Welfare
Director of Vocational Education