



January 2025

Dear Parent/Carer

### **Year 12 Work Experience:**

In preparing our students for life outside of education and to help them make decision about their future we give year 12 students the opportunity to take part in work experience. We believe this gives them an important insight into the world of work and we look to for your support in encouraging your child to think about their future.

#### **Why do we value work experience?**

- It is about giving students an understanding and experience of working life.
- It will give students an opportunity to get first-hand experience of typical working conditions with their chosen, work experience employer.
- It will enhance students' skills and give them a sense of responsibility and independence.
- It will add value to student applications for apprenticeships and university.
- It provides a good opportunity to gain useful skills and experience working with a range of people from all sorts of backgrounds.
- It helps students discover their abilities and limitations.
- It empowers students to take charge of their own futures.

#### **How do students find a placement?**

Part of the students' experiences is searching, contacting and applying for a placement with an employer, **therefore students are responsible for finding their own placement.**

- They can do this by contacting local employers or any work place where they might be interested in working in.



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- Write to, telephone or email employers.
- Ask relative or friends as a useful first contact.
- Apply early to secure a place.

## What happens next?

- Once students have gained a placement this needs to be logged on UniFrog so that the placement can be checked for risk assessments and Health and Safety measures. If the placement is approved a confirmation letter will be sent to the placement company and yourself.
- If the placement doesn't meet the health and safety requirements, we will contact you to advise on next steps.

## Point to remember

- **The placement is for 5 days – Monday 14<sup>th</sup> July-Friday 18<sup>th</sup> July.**
- Students are responsible for their own travel arrangements
- Students usually have to make their own lunch arrangements.
- Students are expected to work the normal hours of the organisation.

Should you have any queries or would like to discuss anything further, please contact me in the detail below.

Yours sincerely.

**Mr Whitehouse**

**Head of Sixth Form**