

XX October 2025

Dear Parents/Carers,

Year 12 Work Experience 2026

As you will be aware, the School is keen for your child to have the best opportunities post-18. When applying for University, Apprenticeship or work, all applications look stronger with Work Experience.

To this end, following the Lower Sixth examinations, there will be a period of one-week between **Monday 18 May and Friday 22 May 2026** where students are asked to undertake work experience of their choice.

We strongly recommend that you contact friends and family to organise a face-to-face placement. As always, the School is happy to advise upon work placement information, advice and guidance for all its pupils.

Next steps for Placements

- Students, with your help, will need to approach employers, often through family and friends.
- An interim deadline for this will be **5 December 2025** when students will be asked in Tutor Time for an indication of what they are doing.
- Once students have confirmed with an employer that they can host their placement, students should complete the Student Section of the Placement Tool on *Unifrog*. Guidance is available via the Lower Sixth Student Teams Page. They must only complete the Placement Tool on *Unifrog* once they have confirmed the placement with an employer. *Unifrog* must be used to manage the placement. The deadline for completing this section is **Friday 6 February 2026**.
- Once students have completed their section of *Unifrog*, an email is sent to the employer to gather some further information about them.
- Parents/carers will then receive an email from *Unifrog* with all the information about the placement once the employer has completed and submitted their information.
- Once the parent/carer has approved the placement, an email will then be sent to the Work Experience Co-ordinator, Mr Atkinson who will give final approval to the placement.
- It is the student's responsibility to ensure that the above has been completed by continually monitoring the approval process.
- The entire process should be completed by **Friday 6 March 2026**, however it can be done any time before this date.

Any student who is unable to find a placement will be required to attend School, where work related activities will be arranged.

Safeguarding

We ask that parents / carers are aware of the following:

- For students aged 16 and above, an enhanced Disclosure and Barring Service (DBS) check with barred list information cannot be requested from an employer. Therefore, we need to draw your attention to the fact that your child may well be working with someone who has not been DBS checked.

- For students aged 16 and above, a DBS check of the child themselves may be required e.g. for work experience in a 'specified place' that gives the opportunity for contact with children such as within a school or college. However, these workplaces generally agree to not leave the student unattended with children.

The School will be using *Unifrog* to manage the work experience process and at the employer information stage, the following questions are asked. You will see their answers at the parent/carer stage of the process:

- Is the student ever likely to be with only one adult, without another adult present? It is best practice to avoid this ever happening. If you think that this is unavoidable, we will show this to the parent and school co-ordinator so that they can take it into consideration when giving their agreement.
- Can you ensure that the relevant adult(s) is / are not barred from working with children? This normally means an up-to-date security check, for example, the UK's enhanced DBS check including the children's barred list.

In addition, the employer is also asked to confirm that their organisation will follow the *Unifrog* safeguarding guidelines (these can be found at the end of the letter). If you are in any doubt as to your child's safety and welfare, please do not approve the placement.

Finally, the School does provide careers guidance and support to pupils through our Careers Department. In addition, an impartial Careers Adviser from *Connexions* will be undertaking one-to-one meetings with all Lower Sixth Students, in the Spring and Summer Terms.

We hope that your child will take advantage of the opportunity to gain meaningful work experience during their Lower Sixth Year so that they can develop the skills and knowledge needed to support decisions about their future.

Yours sincerely,

Mrs. K Revell
Director of Sixth Form

Unifrog Safeguarding Guidelines

Confirm you will follow the safeguarding policy

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;
- Not promise to keep anything secret;
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

* Safeguarding

☒ Yes, I confirm our organisation will abide by the safeguarding policy