



Mrs Sara Del Gaudio - **Headteacher**
October 2026

Dear Parent/Carer

Year 12 Work Experience: 12th-16th July 2027

We are pleased to inform you that Year 12 students will be taking part in Work Experience from **Monday 12th to Friday 16th July 2027**. This is a valuable and enriching part of Sixth Form life, offering students the opportunity to gain insight into the world of work and develop key skills that will support their future applications to university, apprenticeships, or employment.

Work experience provides students with a chance to explore potential career paths, build confidence, and develop transferable skills such as communication, teamwork, and problem-solving. It also helps students make informed decisions about their future and is often discussed during interviews for higher education or job opportunities. **Universities and employers highly value relevant experience, and it can set students apart from others.**

Placements should ideally include a combination of **work experience and work shadowing**, allowing students to observe and engage with professionals in a real working environment. To ensure the experience is meaningful, students should avoid placements where they already work or where a parent is employed. We also advise against placements with sole traders, as they may not hold the necessary insurance.

Please refer to the enclosed '**Information for Parents/Carers**' booklet, which contains important guidance on selecting a suitable placement. **All placements** must be covered by **Public Liability Insurance** and **Employers' Liability Insurance**.

What do I need to do?

Step1:

Once a placement has been secured, please complete **page 1 and the top section of page 2 (Employers details)** of the **Approval & Consent Form** (pink form) and return it to school. We will then send the form to the employer along with relevant information.

Step2:

The employer will complete their section and return the form to school. We will then pass it back to students for you both to check and sign.



Step3:

Before signing **Section 4**, please ensure the employer's section has been fully completed. The Approval & Consent Form is a key document and must be returned to school for processing.

All placements will be reviewed by the **Education Business Partnership (EBP)**, who will carry out a suitability check to ensure the placement is appropriate for a young person in terms of health, safety, and wellbeing.

Please note that these checks can take **up to 3–6 months** to complete. Therefore, the deadline for returning the Approval & Consent Form with **Step 1 completed** is **Friday 18th December 2026**. Placements cannot take place unless all paperwork has been completed and the placement has been approved by EBP and school.

Due to high demand from other local schools, we strongly encourage students to begin searching for and securing placements **as early as possible**.

If you have any questions or need further support, please do not hesitate to contact me.

Yours faithfully



Mrs Parry

Careers and Guidance Officer

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