

25 October 2024

Dear Parent/Carer,

Year 12 Work Experience 2024/25 and Parent Launch Event Invitation - Monday 4 November 2024, 6.00 - 6.30pm

During the second half of the autumn holidays, The Weald will be launching its Year 12 Work Experience Programme. Your child will receive information about the key processes and deadlines for organising their work experience placement via a year group assembly this week.

Please read the following parent letter for more information about our Year 12 Work Experience Programme and an invitation for you to virtually join us for our Year 12 Work Experience Parent Launch on Monday 4 November from 6.00 - 6.30pm.

As part of our careers programme at The Weald Sixth Form, students are expected to undertake four days of work experience in Year 12. For the 2024-2025 academic year, this will be from **Monday 9 June - Friday 13 June 2025**.

We are aware that, owing to government funding cutbacks, a number of schools are withdrawing their work experience programmes. However, at The Weald, we are aiming to continue with these because we recognise that students benefit from work experience in a number of ways. This can include:

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| ● Enhancing their knowledge of the demands and expectations of working life | ● Enabling opportunities for professional, personal, and social development, including self-reflection and -evaluation of performance and learning |
| ● Preparing for the world of work, including developing their employability skills | |
| ● Granting an insight into the competencies (<i>e.g. knowledge, skills, and qualities</i>) required for particular jobs, industries, and employers, and how their studies are relevant towards developing these | ● Equipping them with work experience and a potential referee for their CV and future education, training, and employment applications |
| ● Providing an opportunity to experience success in a workplace environment (<i>and outside of the classroom</i>) | ● Allowing them to try a vocational preference to support realistic and informed post-18 decision making |

The Health and Safety Executive advises that placement providers have main responsibility for the health and safety of work experience students, and must treat them under health and safety law as if they are an employee. This includes avoiding, minimising and/or having robust risk

assessments in place to manage any significant risks in the workplace, including with reference to the work experience student's age.

As an education provider, the Health and Safety Executive asks that we take reasonable steps to satisfy ourselves that placement providers are doing the above. For these reasons, we must provide permission for all Year 12 work experience placements to go ahead via students, parents/carers, and placement providers submitting a Unifrog placements form **by Friday 14 February 2025**.

Our processing of Unifrog placement forms incurs an administrative charge of £5.00 per Unifrog placement form submitted for review, which we will request from you via ParentPay. Students in receipt of our 16-19 bursary will have the costs of processing their Unifrog placements form waived.

We ask that students, parents, and carers read the **School's work experience policy on our website**, paying particular attention to the section titled 'responsibilities', as this explains the duties and expectations of each party with regards to the running of the Year 12 Work Experience Programme.

Students are expected to independently source, with support from the School, their Year 12 work experience placement. We believe this not only helps ensure each student undertakes a placement that is more useful to them, but also helps them with developing important employability skills for the future. For this reason, and with the **submission deadline of Friday 14 February 2025** for all parts of the Unifrog placements form to be submitted in mind, we actively encourage your child to start investigating the kind of work experience placement they would like to undertake. Placements can be highly sought after in the local community and, as such, opportunities may be secured months in advance.

The Year 12 Work Experience page of [The Weald's Careers Site](https://www.theweald.org.uk/careers) includes advice and resources for finding a placement, including our Community Work Experience Database, template and example work experience request letters and emails, and the guide for students, employers, and parents/carers on how to complete and submit a Unifrog placement form. I am most happy to support students who encounter challenges with independently sourcing a work experience placement. These students can come along to my office B30 to discuss or can email me to book a suitable time kobrien@theweald.org.uk

Lastly, we would like to invite you to a virtual parent launch event on Monday 4 November 2024 at 6.00pm about this year's Year 12 Work Experience Programme and so that you may ask any questions that you have at this stage. Parents and carers of Weald students who have undertaken a work experience placement in the past will benefit from attending this virtual event **[Click here to register your virtual attendance by the end of Friday 31 October 2024.](#)**

If you have any questions about our Year 12 Work Experience Programme, please email me via careers@theweald.org.uk

Yours faithfully,



Miss K O'Brien
Careers Manager