



20 January 2026

Dear Parent/Carer,

**Year 12 Work Experience 2025/2026 and Parent Launch Event Invitation (27 January 2026, 5.30-6.00pm)**

The Weald is now 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.

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 Tuesday 27 January 5.30 - 6.00pm.

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 2025/2026 academic year, this will be from **Monday 8 June to Friday 12 June**.

Students benefit from work experience in a number of ways. This can include:

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

**Health and Safety**

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, employers, and parents submitting a Unifrog placements form by **Thursday 23 April 2026**.

#### **Unifrog Placement Form Processing Charge**

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 and to be paid by **Monday 23 February 2026**. Students in receipt of the Pupil Premium Grant (PPG) will have the costs of processing their Unifrog placements form waived.

#### **Work Experience Policy**

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.

#### **Sourcing a Placement**

Students are expected to independently source, with support from the school, their Year 10 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 Thursday 23 April 2026** for steps 1-3 (student, employer, and parent) 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. Please note that, at the time of writing, The Weald can only provide permission for in-person placements.

The Year 12 Work Experience page of The Weald's Careers Site ([click here](#)) 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. Any further queries can be directed to careers@theweald.org.uk

#### **Joining the Meeting**

Please [click here](#) in order to access the virtual meeting.

Yours faithfully,



Mrs D Goodlad  
Careers Coordinator