



Dear Year 12 Parents/Carers

Work Experience: Thursday 3rd July – Friday 4th July 2025

To complement our careers programme, after Year 12 Predicted Grade Exam Week in the summer term, all Year 12 students will spend two days on work experience placements or carrying out career related activities. Work experience brings significant benefits for young adults; your son/daughter will be able to experience the realities of day-to-day working life, ideally in an area of work in which they have some real interest and linked to his/her post 18 applications. It will enhance the post 18 options, and the careers-related work we have been completing with Year 12 this year and will be of great benefit to students as they write the first draft of their personal statements just prior to the summer holidays. Teachers will also be able to recognise work experience in their academic references.

Aims of our Work Experience Programme: To introduce students to the world of work (beyond part-time employment), its demands and disciplines and to develop the student's employability skills. It can also bring the curriculum to life by demonstrating how subjects can be applied and valued in the workplace.

Example work experience placements/work-related activities:

Career area	Possibilities
Law/Criminology/ Policing	<ul style="list-style-type: none">• Work experience at a local solicitor's firm• Shadowing a Police Officer/PCSO• A day in the public gallery in Aylesbury Magistrates Court• A pre-arranged visit to Amnesty International Headquarters in London
Medicine/Pharmacy/ Nursing/Social Care	<ul style="list-style-type: none">• Work experience at a local GP surgery/dentist/hospital/pharmacy/opticians/with a physiotherapist/social worker• Volunteering at a home for the elderly/nursery school
Banking/Finance/ Accountancy	<ul style="list-style-type: none">• Placement with a local bank or building society• Shadowing an accountant• Work experience in the accounts department within a company
Teaching/youth work	<ul style="list-style-type: none">• Work experience at a local primary school or secondary school• Work experience at a nursery or pre-school• Work experience at a local youth club/activity centre
Engineering/ Computer Science	<ul style="list-style-type: none">• Shadowing of an industry professional• Work experience in a related-business or department within a company
Creative industries	<ul style="list-style-type: none">• Shadowing a creative industry professional• Work experience at an art/photography shop• Work experience at a gallery or exhibition centre

Duration and Location: Two days out of school in various places of employment; most placements will be in the local area, but they can be further afield.

Hours of Work: These will usually be the hours worked by young employees of the organisation and will normally be longer than school hours but not more than a standard eight-hour day.

Travel: Students are expected to make their own arrangements and cover the cost of getting to and from work.

Payment: Work experience is part of a student's education; therefore, no payment can be made by employers, but some may choose to help with lunches, travel costs, and so on.

Placements: Students are strongly encouraged to arrange their own placements, as this enables them to target an area that they are really interested in. Work Experience placements are in high demand, so it is never too early to start approaching potential companies/employers. Connections through family and friends are often a good starting point. We will be supporting students in assembly with information about how to find and secure placements as well as creating/updating their CVs.

Insurance: Employers must have the necessary Liability Insurance to cover students and ensure that appropriate health and safety arrangements are in place. Most employers already have this in place. Parents/carers of Year 12 students will be asked to sign an electronic form giving consent for their son/daughter to take part in work experience. You will also be asked to provide information on any relevant medical conditions that may affect the choice of placement, or of which the placement provider should be aware.

Unifrog: To enable the school to follow health and safety in the workplace, safeguarding and insurance guidelines, all placements will need to be registered on Unifrog. Students will be responsible for completing this before a placement can take place. All students have access to Unifrog and Miss Bridges will deliver a series of Unifrog 'how to' sessions for students. Parents will be able to see the details registered on Unifrog and will be contacted by Unifrog to seek permission for the placement to go ahead.

School supported placements: If a student is struggling to organise his/her own placement, as a school, we do have a small database of employers and volunteer organisations who have helped us with work experience placements in the past. The student should make an appointment with Miss Bridges so options available can be discussed. Please note that the student will need to be open-minded and flexible in his/her thinking as we cannot guarantee specific career placements.

Reports: We will be asking all students to complete a work experience log, the completion of which will feed into our Employability Award Programme at the end of Year 12. We will also be asking students to gather some brief feedback from their employers, which we can use in references, if appropriate.

Key dates:

- If your son/daughter is arranging his/her own placement they will need to log in to Unifrog and add the placement details to the Unifrog database by no later than **Friday 21st March 2025** – sessions on how to do this will be delivered at school to students.
- If your son/daughter needs additional support in finding a placement they will need to speak to Miss Bridges by **Monday 10th March 2025** to make an appointment.

All parents/carers must sign the agreement form on Unifrog to consent to your son/daughter taking part in work experience. This is a standard agreement used by most schools, and without parental consent, we cannot allow students to take part.

If you have any questions about our Year 12 work experience days, please do not hesitate to get in contact with either of us. Once placements are confirmed, we will write to you again just after the Easter holidays with further information.

Yours sincerely,

Bonita Bridges
Pathways Co-ordinator

Annalies McIver
Head of Sixth Form