

October 2024

Headteacher - Patrick Earnshaw  
Deputy Headteacher - Mathew Downs  
Assistant Headteacher (Head of Sixth Form) - Lisa Swan

Dear Parent / Carer

## RE: YEAR 12 WORK EXPERIENCE/SHADOWING/VOLUNTEERING APRIL 2025

In the Sixth Form we are working to ensure students receive the very best Careers Education, Information Advice and Guidance (CEIAG). In recognition of just how important we view CEIAG we have decided that Year 12 students should have the opportunity to take part in a meaningful 3 day work experience, shadowing or volunteering placement. To facilitate this, Year 12s will not have formal lessons during the dates commencing **Wednesday 2<sup>nd</sup> April to Friday 4<sup>th</sup> April 2025. (3 day placement).**

We envisage that Year 12 students will use this time to work within an industry sector that they are keen to enter, once they leave the Sixth Form, or from Higher Education. We encourage students to start seeking their placements NOW with the goal to have secured their 3 day placement by **Friday 20<sup>th</sup> December 2024**. Students may 'split' their three days across two different organisations should they wish to broaden their experience across differing areas.

We aim for all Year 12 students to be independent, mature and well-motivated to achieve their goals. As such, **the process of securing a work experience/shadowing/volunteering placement will be the students' personal responsibility.** To support students with their communication with employers when seeking a placement, we have e-mailed them a letter/e-mail proforma which must be personalised. Please help and support your child with this part of the process of seeking a valuable and meaningful placement. Once they have a placement secured, they **MUST** use our on-line platform called '**Unifrog**' and click on the '**placements**' tool where they complete the 'Student Initial Form'. Unifrog will also send parents/carers confirmation of your child's placement and will ask for your agreement once the employer has confirmed and has satisfied health and safety checks.

Please be aware, when your child is considering their work experience/shadowing/ volunteering, that the school is not able to cover any costs associated with travel to placements and/or accommodation if required. If students are concerned about any costs that may be associated, please contact the Sixth Form Office on 01425 282322, especially if in receipt of the Sixth Form Bursary.

We also view Year 12 as the key year in which students should visit **university open days**. By Year 13, it is a little late as most university applications are submitted during the Autumn Term. This website can help inform students and parents when university open days take place. [Opendays.com - university and college open days - home page](https://www.opendays.com)

Thank you for your support.  
Yours faithfully,



Mrs Lisa Swan  
Assistant Headteacher: Head of Sixth Form



Mrs Clare Tubbs  
Head of Year 12