



8 December 2025

Dear Parent/Carer

## YEAR 12 WORK EXPERIENCE

You may recall it was mentioned in your child's Sixth Form acceptance pack that all students attending Hayes Sixth Form will be expected to complete a one-week's work experience placement whilst they are in Year 12.

This worthwhile activity has been offered for the past nine years to **all Year 12 students**, and student feedback indicates that it was very beneficial to them having a placement, particularly when placements are linked to their long term ambitions. Our expectations is that all Year 12 students will be off timetable to do this and during this period there will be no classes as each day students will be at the workplace of their host employer. Dates for our work experience this year are from **Monday, 6<sup>th</sup> July to Friday, 10<sup>th</sup> July, 2026**.

The rationale for this decision is:

- Students will be clearer on their long term career ambitions and any work experience undertaken will be appropriate to be included on their UCAS statement and developing their CV and can be extremely useful in finding future work opportunities.
- It can be one of the most transformational experiences young people have during their education, and also gives them an insight into working life.
- National Careers guidance from the Department of Education (updated in January 2023) mentions "By 18, or before the end of their study programme, students should experience work place environment, additional to any part-time job they may have".

Students have been briefed on arrangements during an assembly in September and again last week. It has been our past experience that **students find their own placement** (and their families). Mrs Stewart, our Careers Leader, and Form Tutors are available to offer advice and support students if they need help in contacting organisations appropriately. To initially start the process your child has been asked to complete the '**Preference Information Form**' sent to them through the link: **YEAR 12 WORK EXPERIENCE PREFERENCE FORM** which your child should also discuss with you. This form needs to be completed and submitted by **Wednesday, 17<sup>th</sup> December, 2025**.

This year, for the third time, we are using **Unifrog** ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.



A company limited by guarantee registered in England & Wales with number 07697400

Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE



Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carer, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**

Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find [here](#).
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[Unifrog's Placements tool FAQs](#)', where you'll find a short animation that explains the process.
- For advice on how to help your child find a placement, take a look at the guide '[How to help your child find a work placement](#)'.

Next Steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account.
- **The Placement Form needs to be completed and submitted on, or before, Friday, 8<sup>th</sup> May, 2026. Unfortunately, placements will not be accepted after this date.**
- If you or your son/daughter requires further information please do not hesitate to contact Mrs Stewart, or in her absence, Miss Horsler, Director of Sixth Form.

Thank you for supporting your child with finding a placement.

Please do make use of the **Unifrog's guides** to help you.

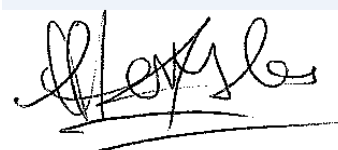
Yours faithfully



Mrs C Stewart  
Careers Leader



Mr D Hazlehurst  
Assistant Headteacher



Miss A Horsler  
Director of Sixth Form



A company limited by guarantee registered in England & Wales with number 07697400  
Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE

