

## Road Safety Awareness

Be a considerate driver  
Do not park on restricted areas on Talbot Avenue or Lidgett Lane  
Be respectful of our local residents  
Please use the turning circle paying attention to the speed limit  
Obey speeding restrictions; they are there to protect our children  
Look after the environment and switch off your engine, when stationary, **for cleaner air!**

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09 October 2025

Dear Parent/Carer

## Re: Y12 Work Experience

I held an assembly today with Year 12, to launch Work Experience. Please find below the details I have shared with students, and attached is a guide to support parents/carers and students in finding a placement.

- All Year 12 students are expected to complete a 1-week work experience placement from Monday 29th June - Friday 3rd July 2026. If there are exceptional circumstances, we will discuss amending these dates for students, but students should all be going out of school for their placement during this week.
- Students are responsible for finding their own placements. They have been given advice and tips to help them with this process; they are welcome to request support from forms tutors, the 6th form office and me, but we expect that they have been proactive in searching for and approaching placements.
- Students have access to a letter, written by me, to employers, to validate their request for work experience.
- Work experience placements must be logged on Unifrog (our online careers platform) by Friday 24th April 2026. This is to allow me time to check that all 180 Year 12 placements comply with health and safety regulations.
- Employers need to have Employer's Liability Insurance and an up-to-date risk assessment in order to host a student for their placement.
- Students are allowed to complete multiple placements, but these should not take place within school time, outside of our assigned work experience week.
- Placements may not be found within the exact field students are thinking of studying/working within, I'd like to manage expectations early. With a rise in hybrid-working patterns, it is increasingly difficult to find placements.
- If they are struggling to find a placement within a specific role/field, students should look at other placements that have transferrable skills. Communication and organisation are two of the biggest skills employers and universities want, and these can be developed in many different settings.

We will continue to speak with students regularly about work experience within sixth form, but they should start looking for placements now, in order to secure them early (other schools and 6th forms will soon be looking for them as well).

Yours sincerely,



Louise Mills, Careers Lead