

September 2025

Dear Parent/Carer,

Please find below information of the Year 12 Work Experience Programme 2025-26:

1) Year 12 Work Experience Week – Monday 1st June to Friday 5th June 2026

As part of our continued commitment to preparing students for their next steps, we are pleased to introduce a new, dedicated **Year 12 Work Experience Programme**, which will take place from Monday 1st June to Friday 5th June 2026.

During this week, all Year 12 students will be expected to attend a meaningful placement in a workplace environment. The aim is to broaden their understanding of professional settings, develop transferable skills and enhance applications for higher education, apprenticeships and future employment.

Similar to the real world, students will be expected to take responsibility for sourcing their own placements. They should make full use of:

- communications issued by the school;
- the Careers Google Classrooms;
- visiting speakers and employer events;
- their own networks, family contacts and independent research.

Deadline for securing a Work Experience Placement: Thursday 26th March 2026

Next Steps - Work Experience for Year 12 Students

The work experience process will follow the Unifrog system (already familiar to students transitioning from Year 11):

1. Make sure your child has their Unifrog log in details: log onto www.unifrog.org and sign in using their school email address and password. If they cannot remember their password, please click on password reset to generate a new one. Check the junk email folder if the email doesn't come into the inbox.
2. Make sure your child has the information below to be able to progress to Step 3 (and complete the online form):
 - School placement coordinator name (this is Mrs Sweta Thakrar)
 - Name of the business/organisation
 - Employer placement lead name and email address
 - Placement address
 - Is this the workplace where they will be based throughout the placement?
 - Will they live at home as normal during the placement?
 - How will they travel to and from the placement?
 - Do they have any special needs, illnesses, or injuries that need to be known?
 - Parent/guardian details (they must be your emergency contact)
 - Do they abide by confidentiality, safety, and employer requirements?

Until you have all the above information, you cannot proceed to the next step.

3. Follow the instructions on [this](#) video in completing the Unifrog work experience form.
4. Once your child's form has been completed, Unifrog will trigger a form to be submitted to the employer. You can alert your employer in advance to expect the form after your submission (keeping an eye on their Junk folder) and they can also see [Employer information](#) to help them.
5. Once the employer has completed the form, the School will receive notification that your child's Work Experience Placement has been secured.
6. Reminder: all this needs to be completed by Thursday 26th March 2026 so final checks can be completed.
7. When your child has completed their work experience, they should complete the Work Experience journal on Unifrog, by following the instructions on [this](#) video.

Now more than ever, it is essential that students gain meaningful work experience and take up opportunities that enhance their profile for increasingly competitive recruitment and selection processes. The systems we use mirror the kinds of application journeys they will encounter beyond school – whether for UCAS, apprenticeships, or employment – and provide valuable practice in engaging with stakeholders and employers, as well as taking ownership of their own applications.

As a parent, your key responsibilities are to:

- read this information & make sure your child has secured a placement by **Thursday 26th March 2026**.
- give consent via the Unifrog form
- support your child in finding a placement
- ensure your child can travel to and from the placement, so please ensure placement locations are appropriate
- inform the employer of any absence from the placement within 30 minutes of the usual start time
- encourage your child to complete their electronic Unifrog Work Experience Journal
- be responsible for the duty of care for your child from Monday 1st June to Friday 5th July 2026 (both inclusive) as they will not be expected at school during this time

2) Requests for Work Experience outside of Monday 1st June to Friday 5th June 2026

It is recognised that some employers only offer work experience opportunities outside of these set dates. In such exceptional cases, students may request permission to attend an alternative placement during term time.

- Requests must be submitted using this [Work Experience Absence Request Form](#) at least 5 days in **advance**, with a copy of the opportunity/evidence of it.
- Each request will be reviewed and **authorised at the discretion of the Director of Careers**. Factors taken into account will include the timing of the placement, the relevance to the student's intended progression route and the impact on academic studies.
- No arrangements should be confirmed with an employer until formal authorisation has been granted.
- Once a decision has been made on whether or not the school will issue an authorised absence the student will be notified via email.
- If the absence has been agreed to, the student's parents must email attendance@rgshw.com formally requesting the absence (so that it can be tracked on school registers).
- Students should apologise, in advance (via email) to staff for any lessons they miss and catch up on their work.
- All ad-hoc placements should be logged on Unifrog, following the instructions [here](#) and students should send a Thank You email to their hosts once they have finished.

Please note that **attendance at an alternative placement does not replace participation in the June 2026 Work Experience Week**. All students will still be expected to undertake a further placement during this week (and will not be expected in school). Where it is considered that sufficient work experience has already been completed, students may instead prefer to take part in a **volunteering opportunity** for that period.

We are confident that this dedicated programme will provide an invaluable opportunity for Year 12 students to develop independence, maturity and employability skills. Thank you for your support in helping your child secure a meaningful placement.

Yours sincerely,

Mrs Sweta Thakrar

Director of Careers (swt@rgshw.com)