

Ref: LAC/NKW/LEC  
16 December 2025

Dear Parent/Guardian,

### **Work Experience Placement for Year 12 Students**

Year 12 students are being offered the opportunity to arrange a work experience placement. They have two weeks during which these placements can take place.

1. The 7<sup>th</sup>-11<sup>th</sup> July- year 12 students official work experience week. As this week coincides with Sixth Form Bridging Week for year 11, any student who is unable to secure a physical placement this week will be set virtual tasks to complete at home on Frog, as year 12 students are not on normal timetable.
2. The 14<sup>th</sup>-18<sup>th</sup> July – Also known as Progression Week, the last week of school can be used as either another opportunity for year 12 to secure a work experience placement, or students will come into school to take part in prearranged activities that support progression into next steps.

These activities include mock interviews, visits to universities/training providers, information about apprenticeships/degree apprenticeships and time spent completing applications to UCAS and other progression routes.

You must choose whether you would like your child to complete work experience or activities through progression week. We would recommend that students take part in work experience, as we feel this will be more beneficial to their overall progression.

Work experience will take the form of a personal placement organised by your son/daughter. They will arrange the placement with your support, then upload all relevant documents to an app which will record the progress of their placement.

The platform has been purchased through Morrisby/Changing Education and is accessed as an app called Connect. The app will help us track risk assessments, health and safety documents, insurance and any other documents deemed relevant by the employer. By agreeing to your

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son/daughter completing a work experience placement, you as their guardian confirm that you take responsibility for ensuring the documents uploaded are correct, and you are happy for the placement to go ahead.

Any student who hasn't uploaded documents to the app by the 2<sup>nd</sup> June will be set a virtual task for 7<sup>th</sup>-11<sup>th</sup> July, and activities for 14<sup>th</sup>-18<sup>th</sup> July in school.

Next Steps:

- In January, an email will be sent to students school email address with an invitation to download an app. If students do not have access to a phone or an iPad or laptop at home, we can support you to download this app through school. Please let Li-Am Carter or Ian Limbrick know if they need this support.

- Student App/Portal Sign-in Tasks - Please watch this video for support on signing into the app

<https://www.youtube.com/watch?v=BQk89vIzJel&list=PLTO-tXNNGLzQ1d90S76T9tDNn6VRw47B7&index=2>

- Submit Self Placements – Please watch this video for support on uploading documents

<https://www.youtube.com/watch?v=nbEiGFVCBk0&list=PLTO-tXNNGLzSVxt8DI61n8JBjmeGZdX-6&index=1>

We understand that some parents will need support accessing the app. We will be hosting drop-in session for students and an information session for parents in the evening in the new year.

Please do not hesitate to contact us for additional support.

Yours faithfully



**Mrs Li-Am Carter**  
**Careers Leader**