

March 2025

Dear Parent/Carer

Year 12 Work Experience: Monday 30th June to Friday 4th July 2025

We have been very pleased to hear that students have been actively contacting companies and enquiring about work experience placements. Many students have already had formal interviews as part of this process and our congratulations to all those who have already secured their placement!

We are aware that some companies are yet to confirm placements and/or that students are waiting for interviews, therefore we have extended the deadline to enable students to use the Easter holiday to finalise their arrangements. The amended deadline is Sunday 20th April 2025 and the form that needs to be complete by parents/carers can be found at [WE Registration link](#). A copy of the original letter is also attached for your information.

Students that still do not have a placement are being supported by myself and their tutors. We also appreciate any support you can offer to ensure a placement is secured. I have attached a copy of our PD booklet which contains lots of information and advice for students in finding placements.

The next step is to ensure that we pass to the employer medical and additional needs information, which will enable them to carry out additional risk assessments if required. Please complete the online medical and additional needs form here at [WE Medical needs form](#) by Monday 2nd June 2025. Students will not be permitted to begin the placement until this information has been received so, please complete the form regardless of whether a placement has been confirmed.

Please contact me at the academy if you have any questions.

Thank you for your ongoing support.

Yours sincerely



Mr M Simpson
Deputy Head of Sixth Form