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THE  
**MALLING**  
SCHOOL

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23<sup>rd</sup> November 2022  
LA/SSn

Dear Parents/Carers

### Year 12 Work Experience Week - 26<sup>th</sup> June to 30<sup>th</sup> June 2023 inclusive

Work experience is a great opportunity for your child to experience the world of work and explore future careers.

During the week beginning 26<sup>th</sup> June we would like Year 12 to take part in work experience. When choosing a work experience placement, we encourage the students to consider their future career aspirations. Although support and guidance are available in school, the responsibility is placed on students to find their own suitable placement. We appreciate that not all careers are easy to obtain work experience in so a virtual work experience placement may be a suitable alternative. Students are advised to make multiple requests for work experience as demand for placements can be heavy and early application is necessary.

If your own workplace is willing to take work experience students, please let us know and we can share this with the rest of the students.

We will be running preparatory workshops in school before the students go out to a placement where job applications and mock interviews will be covered. A work experience booklet has been distributed to the students and is attached to this email for your perusal.

Should you wish to discuss this further, please contact me by email at [lisa.alexander@themallingschool.kent.sch.uk](mailto:lisa.alexander@themallingschool.kent.sch.uk).

Once your child has found a placement, they will be asked to enter their work experience details on the school careers platform, Unifrog. We then contact the company and organise the various health and safety, risk assessments and other checks that are required. Once the placement is confirmed, a consent form will be sent home for parents/carers to complete.

Yours sincerely

**Mrs L Alexander**  
**Careers Adviser**

