



19th November 2025
LAI/SSn



Dear Parents/Carers,

We are pleased to launch the Work Experience Programme for Year 12 students, which will take place from 29th June to 4th July 2026. This is a valuable opportunity for students to gain insight into the world of work, build key skills, and explore potential career paths.

Supporting Your Child

You can play a key role in helping your child secure a work experience placement by:

- Talking with them about their interests and the types of roles they may want to explore.
- Helping them research employers and contact businesses or organisations that may offer placements.
- Encouraging early action, as placements can be competitive, and securing one early will ensure they have the best opportunity.

Requesting Support

If you or your child need assistance finding a placement, or have any questions about the process, please don't hesitate to contact me directly at lisa.alendander@themallingschool.kent.sch.uk. I am happy to support.

Key Deadlines

- Deadline for securing a placement: 23rd February 2026. This allows enough time to complete all the required checks and paperwork.

Forms and Paperwork

All employer forms will be managed electronically through UNIFROG. Once a placement is confirmed, the employer will receive the documents to complete online. Students will be shown how to enter the placement details on UNIFROG, and will need the following information:

- Employers company name
- Lead employer contact name
- Lead employer contact number
- Lead employer contact email address
- Company address (where you will be working) and postcode
- Parents name and email address will also be required.

We look forward to supporting your child with this important opportunity. Please encourage them to make the most of the experience.

Thank you for your support.

Yours sincerely,



Mrs L Alexander
Careers Adviser

