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THE MALLING SCHOOL

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18th November 2026
LAI/SSn

Dear Parent/Carer,

Year 12 Work Experience Programme

We are pleased to launch the Year 12 Work Experience Programme. All Year 12 students are expected to secure and complete a work experience placement during the week commencing 28th June 2027.

Work experience is a valuable opportunity for students to gain insight into the world of work, develop key skills, build confidence and explore potential career paths. We expect students to take responsibility for finding and securing their own placement, with support and guidance from school and parents/carers where needed. We encourage students to start their search as early as possible to give themselves the best chance of securing a placement that interests them.

How You Can Support Your Child

Your encouragement and support can make a real difference in helping your child secure a suitable work experience placement. You can help by:

- Talking with them about their interests and the types of roles or industries they would like to explore.
- Supporting them to research potential employers and make contact with businesses or organisations that may be able to offer a placement.
- Encouraging them to start their search early, as placements can be competitive and availability may be limited.

We have attached our Work Experience Guide for parents and students, which contains helpful advice and practical tips on finding and securing a placement. It also includes useful links and information about opportunities in different sectors. We encourage you to read through this together and use it to support your child's search.

Requesting Support

If you or your child need help 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 offer advice and help students explore potential opportunities.

Key Deadline

Deadline for securing a placement: 26th February 2027

This will allow sufficient time for the necessary employer checks and paperwork to be completed before the work experience week.

Forms and Paperwork

All employer forms and documentation will be managed electronically through Unifrog. Once a placement has been agreed, the employer will receive the relevant forms to complete online.

Students will be shown how to enter their placement details onto Unifrog and will need to provide the following information:

- Employer's company name
- Lead employer contact name
- Lead employer contact telephone number
- Lead employer contact email address
- Company address and postcode (where the student will be based)
- Parent/carer name and email address

If You Are Unable to Secure a Placement

We appreciate that, despite best efforts, some students may find it difficult to secure a suitable work experience placement. For students who are unable to arrange an external placement, we will offer an alternative in-school work experience programme, delivered in collaboration with Waitrose.

If your child is having difficulty finding a placement, or there are circumstances that may prevent them from attending an external placement, please contact me as early as possible so that we can discuss the available support and arrangements.

We look forward to supporting our Year 12 students with this important opportunity and hope they make the most of the experience.

Yours sincerely,



Mrs L Alexander
Careers Adviser KS5