

3rd December 2025

Year 12 Work Experience - 13th - 17th July 2026

Dear Parents and Carers,

We are excited to announce the work experience dates for Year 12. Year 12 work experience week will take place from Monday 13th - Friday 17th July. In this period there will be no lessons, all students will be at the workplace of their host employer throughout the week.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education. Students should source their own work experience placements. The Sixth Form team will do their best to support students with sourcing a placement.

We will be using **Unifrog** (<https://www.unifrog.org/>) to manage the administration of the work experience programme – for example, Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Next steps:

- We ask that you support the students by contacting prospective placements. We will continue to support students to write and send speculative emails to potential placements. This support will predominantly be available during **Form Time (08:45- 9:15am)**

Some important logistics:

- Students need to agree to the placement with the employer first, then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.
- Unifrog have created a set of guides about placements which you can find here.
[Adding Placements on Unifrog](#)

Finally, for various reasons work experience placements can be difficult for students to source. If you have any contacts or if you yourself would be in a position to support a student with their work placement we would like to hear from you.

If you have any questions or contacts you would like to share please contact Mrs Redrup

Yours faithfully,

Mrs L Redrup
PRS Careers Lead
redrup@prsbucks.com

