



We Make A Difference

Headteacher
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Dear Parent/Carer,

Y12 Work Experience

All students in Y12 will be taking part in work experience from **22 – 25 March 2027 (4 days due to Good Friday)**. In this period there will be no lessons as students will be expected at the workplace of their host employer.

Students can choose to take part in work experience at other times: during holidays or on an ongoing basis for the equivalent of five days (as long as this is outside their timetabled lessons and tutor time). Please discuss this with the Sixth Form or Careers Office if you wish to make an arrangement of this kind.

Students are asked to finalise their work experience **by the end of January**, where possible.

Students should source their own work experience placement with the support of parents/carers and the Careers and Sixth Form teams. For further information and ideas for placements, please see the school website. There is a list of possible contacts that students could reach out to in order to arrange their placement.

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 a transformational experiences young people have during their education.

Remember that applications for certain progression routes, such as medicine or veterinary studies, will require specific work experience in that field.

Meadowhead Sixth Form use www.unifrog.org to manage the work experience programme. This includes collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**.
- Students then add the placement to their Unifrog account using the 'placements' tool.
- The Unifrog system will then email the employer, the parent/carers, and the school - to collect the necessary information and permissions.
- For the process to work, **it is essential that students add the initial information about the placement accurately**.



Next steps:

- Please encourage your child to view the placement guides on Unifrog, and start contacting possible hosts for the placement.
- Students can access support at Careers Drop-In Sessions (Thursday L10 at 2.45pm), most Tuesdays after briefing or after school in the careers office.
- If you have any questions, contact the Careers Team at school: careers@meadowhead.sheffield.sch.uk.

Yours faithfully,

Leighton Collins
Careers Leader