UXBRIDGE
HIGH SCHOOL

September 2026

Dear parent/carer

We are pleased to offer your child the opportunity to take part in **Work Experience Week, from Monday 11th January to Friday 15th January 2027.**

Work experience provides students with a valuable first-hand insight into the world of work. It allows them to experience a professional environment, understand workplace expectations and responsibilities, and develop essential skills such as communication, confidence and independence.

Finding a placement
Students are expected, in the first instance, to secure their own work experience placement, with the support and encouragement from parents and carers. This is an important part of the experience and encourages students to take ownership of their future and develop confidence in approaching employers.
We encourage students to explore opportunities through family, friends, neighbours and other contacts, as well as approaching local employers and organisations that interest them.

The placement does not need to reflect your child's future career aspirations or 'dream job'. The aim is to gain meaningful experience of working life, and every workplace can offer valuable skills and insights.
Throughout the week, we hope students will have opportunities to:

- Have a tour of the workplace
- Experience the day-to-day working environment
- Meet people working in a range of roles
- Learn about different career journeys
- Take part in appropriate workplace tasks
- Develop their understanding of professional expectations and workplace etiquette
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Once a placement has been secured, please complete the online form below on behalf of your child with the necessary details:
Work Experience Placement Form

All placement details must be submitted **by Sunday 29th November 2026** to allow sufficient time for the school to review and verify arrangements with employers.
We recognise that some students may find it difficult to secure a placement. **If your child has not secured one by the deadline, the school will provide further support.** Until then, we ask that all students make every effort to find their own placement.

Please ensure that the proposed workplace is suitable for your child. For insurance purposes, students must be appropriately covered by the employer's relevant liability insurance, which should be current and suitable for hosting a work experience student.

Principal: Louisa Seymour BEd
The Greenway, Uxbridge, Middlesex UB8 2PR | T: 01895 234 060 | office@uhs.org.uk | www.uhs.org.uk
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If you have any immediate questions or concerns regarding Work Experience Week, please contact your child's Form Tutor in the first instance.

Thank you for your support in helping make Work Experience Week a valuable and positive experience for our students.

Yours sincerely

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Careers & Enrichment Lead