UXBRIDGE
HIGH SCHOOL

September 2026

Dear parent/carer and student

We are pleased to confirm that all Year 12 students will take part in Work Experience Week from **Monday 11th January to Friday 15th January 2027.**

Work experience is an important part of preparing students for their future beyond sixth form. It provides an opportunity to explore potential career paths, develop key workplace skills and gain valuable experience that can strengthen future university, apprenticeship and employment applications.

During this week, students will spend time in a workplace of their choice. This may be through a personal contact, such as a parent, relative, family friend or neighbour, or through an organisation that the student has approached independently.

As sixth form students, **Year 12 are expected to take responsibility for researching, approaching and securing their own placement.** Support and guidance will be available in school where needed, but we strongly encourage students to be proactive and begin contacting potential employers as early as possible.

Where possible, students should seek a placement connected to an area they are considering for their future. However, we recognise that this may not always be possible. Every placement can provide a meaningful introduction to working life and an opportunity to develop transferable skills, confidence and professional awareness.
Once a work experience placement has been confirmed, students must complete the following online form:
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 ask parents and carers to support students in this process by discussing potential opportunities with them and encouraging them to take ownership of contacting employers and making the necessary arrangements.

Please ensure that the workplace is appropriate for the placement. Students must be covered by the employer's relevant insurance arrangements, and appropriate health and safety measures must be in place.

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.**

We hope that students find Work Experience Week a valuable and enjoyable opportunity to gain greater insight into the world of work and their future options.

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Should you have any questions or require further guidance, please do not hesitate to get in touch with your child's form tutor.

Yours sincerely

MAkgun
Careers&EnrichmentLead