

22nd January 2025

Dear Parents/Guardians

**RE: Year 12 Work Experience Week: Monday 9th - Friday 13th June, 2025**

As part of Ruislip High School's career provision, we are excited to announce that all Year 12 students will be participating in five days of work experience commencing **Monday 9th June**.

This is a great opportunity for students to gain an understanding of the 'world of work', whilst developing transferable skills which will enable them to make competitive applications to both universities and apprenticeships.

Students will be responsible for organising their own placements, with the school providing them with support on how to do so. Students have received an assembly on how to apply for work experience and have been sent a follow up guide (inclusive of a template email to use when searching for employers) on google classroom. This is to ensure that students find placements in an area of work that interests them. **Placements should be unpaid.**

For those students who currently have part-time jobs, their placement **cannot** be additional shifts in their current role. However, students are encouraged to enquire about shadowing a different department or role at their place of work for their work experience week.

Students will be using the careers platform 'Unifrog' to upload their placements. In order for a placement to be confirmed, the organisation must upload suitable evidence of insurance and health and safety risk assessments. To monitor safety, students may be visited by a member of the sixth form team throughout the week.

Students who are struggling to find a work experience placement should speak to Ms Bonny (Post-16 Careers Lead) in the first instance for further support. The deadline for students to confirm a placement on the Unifrog platform is Monday 24th March.

Working hours

Students will be expected to work typical working hours as outlined by their placement. This is likely to be between the hours of 9am-5pm.

Dress code

Students will be expected to dress in a manner appropriate to the placement working environment. Where not specified, business casual dress should be worn.

Travel

Students will need to make their own travel arrangements to and from placements.

Illness

If your child is absent due to illness, the employer, in addition to the school, must be informed for safeguarding purposes.

Thank you in advance for your support. Please contact me or Ms Bonny via the office if you have any questions about work experience.

Yours sincerely



Miss P Vora  
Head of Year 12