



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"

10 March 2026

Dear Parent/Carer,

Year 12 Work Experience

We are writing to remind you that Year 12 Work Experience will take place from **Monday 13 July to Friday 17 July**. All students are expected to complete one full week of in-person work experience. As of today, we have just over four months until the placement week begins. Please do not delay in securing a placement. Many employers receive large numbers of requests, and the most popular opportunities fill up quickly.

Why work experience matters

Work experience is an invaluable part of our careers programme. It allows students to:

- Gain insight into the world of work
- Build confidence and independence
- Develop transferable skills such as communication, teamwork and organisation
- Explore career interests and make more informed decisions about their future
- Strengthen future applications for further education, apprenticeships or part-time work

Finding a placement

Students will need to contact employers directly, and we encourage families to use their existing networks. Family, friends, neighbours, and colleagues are often a great source of support when helping students find suitable placements.

Recording placements on Unifrog

Once a placement has been secured, it must be entered onto Unifrog using the placements tool so that all health, safety and safeguarding checks can be completed in good time. Students have all received a guide on how to do this.

If your child needs help finding a placement or has any questions about the process, please contact Mrs Clarke-McDermott jclarke-mcdermott@newsteadwood.co.uk or Mrs Bull pbull@newsteadwood.co.uk who will be happy to support.

Yours sincerely

Mrs J Clarke-McDermott
Careers Leader

Headteacher: Mr Paul Norman MA, MSc, BSc (Hons), PGCE

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