

The Malling School
Beech Road
East Malling
Kent
ME19 6DH
Tel:
01732 840995
Web:
themallingschool.kent.sch.uk



THE
MALLING
SCHOOL

Headteacher: John Vennart BSc, PGCE

Email: office@themallingschool.kent.sch.uk



20th November 2024
LAI/SSn

Dear Parents/Carers

Year 12 Work Experience Week – 30th June to 4th July inclusive

Work experience is a great opportunity for your child to experience the world of work and explore future careers.

During the week beginning 30th June 2025 we would like Year 12 to take part in work experience. When choosing a work experience placement, we encourage the students to consider their future career aspirations. Although support and guidance are available in school, the responsibility is placed on students to find their own suitable placement. We appreciate that not all careers are easy to obtain work experience in so a virtual work experience placement may be a suitable alternative. Students are advised to make multiple requests for work experience as demand for placements can be heavy and early application is necessary.

If your own workplace is willing to take work experience students, please let us know and we can share this with the rest of the year group.

We will be running preparatory workshops in school before the students go out to a placement where job applications and mock interviews will be covered. A work experience booklet has been distributed to the students and is attached to this email for your perusal.

Should you wish to discuss this further, please contact me by email at lisa.alexander@themallingschool.kent.sch.uk.

Once your child has found a placement, they will be asked to enter their work experience details on the school careers platform, Unifrog. The deadline for finding a placement and entering the details is 24th February 2025. We then contact the company and organise the various health and safety, risk assessments and other checks that are required. Once the placement is confirmed, a consent form will be emailed for parents/carers to complete via the Unifrog platform.

Yours sincerely,

Mrs L Alexander
Careers Adviser

