

06 November 2025

Dear Parent / Carer

Re: Work Experience – 20 –24 July 2026

We would like to give you advanced notification that Kings Langley School will be offering Work Experience to your son/daughter. This program has, in the past, always offered students a rewarding week in the workplace, and we look forward to similar success again this year as we believe this week to be a valuable experience.

Students taking part will complete a one-week placement at the end of the Summer Term during **Activities Week 20 –24 July 2026 and the expectation is that the students will be on placement for the whole week regardless of the school's official finish on 23 July 2026**

These dates have been agreed to fit in with overall curriculum planning; however, it also means we will be sharing the week with other schools in this area of the county. Taking this into consideration we encourage students to find their own placement. This has proved to be very successful in the past for all concerned. If your child has a definite idea of what they would like to do for their work experience placement, we would strongly advise you to start making contact with companies directly and provisionally arranging for a work placement to be carried out within that organisation.

Once a placement has been agreed, you will need to register this on the 'Placements Tool' facility on the Unifrog platform. I **have attached user instructions to this letter as well as the information we shared at the recent 'Welcome to Year 10' parent evening.** There is no charge to parents/carers for this facility.

Other specialist programs will also be offered in target areas where there are high numbers of requests made and suitable placements unavailable. These experiences will be run by industry professionals who work on our behalf to deliver these programs. Unfortunately, although we continue to cover the majority of the cost in order for our students to enjoy and experience these opportunities, we do have to request a small contribution from parents/carers but feel that the experience is important and worthwhile and provides students with valuable skills for their future. Details of these costs are attached with further information about the two programs currently being negotiated. However, please be aware that these programs are dependent on student numbers so we can only offer them if we get the necessary interest from students

If there is an issue with any of the costs mentioned, and you require financial assistance please do not hesitate to contact me or Mrs. R Jennings – Deputy Head Teacher.

Work experience provides the students with a unique opportunity to sample the 'real working world'. Many of them have a very enjoyable time and gain valuable skills and experience, even if it shows them what they don't want to do when they leave education! We are keen that every student is given a placement that they feel comfortable with, and we hope that this advanced notification will allow you sufficient time to think about a suitable placement for your child.

In the meantime, please do not hesitate to contact me, Mrs R Jennings or Ms D Shannon if there is anything else that you need.

Many thanks

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jan Wright'. The signature is written in a cursive style with a large initial 'J' and a small circle above the 'W'.

Mrs Jan Wright
Careers Information Advice and Guidance Lead

