



Monday 29th June 2026

Dear Parents and Carers,

Re: Year 12 Careers Milestones: Enrichment Workshop (Thursday 2nd July) & Work Experience (Monday 6th July)

As we approach the end of the academic year, we have an important and busy week ahead dedicated to your child's future career prospects. The week ahead features two major milestones designed to build their professional skills, and we are writing to share the details of both events so you can help them prepare. First, we kick off on Thursday with a high-impact corporate workshop in school, which serves as the perfect launchpad and warm-up for their formal Work Experience week starting the following Monday.

Please find the essential details and preparation steps for both events below:

Part 1: Enrichment & Employability Workshop – Thursday 2nd July

We are delighted to host a bespoke, interactive workshop delivered by the education charity [The Talent Foundry](#) in partnership with [Logicor](#), a leading international logistics and real estate firm.

This full-day, in-school session, titled [the "Reach" Programme](#), is a mandatory enrichment activity designed to prepare students for the corporate world. *(Note: Students already signed up to assist with the school Sports Day will fulfill that commitment instead and are exempt from the workshop).*

- **What is the "Reach" Programme?** The workshop gives young people hands-on insight into one of the UK's fastest-growing sectors. Working in teams alongside mentors from Logicor, students will design, budget, and pitch a viable business case for a sustainable modern logistics site.
- **Key Benefits:** This builds vital transferable skills for university and apprenticeship applications, including direct practice in teamwork, financial literacy, problem-solving, and presenting under pressure, alongside direct networking with industry professionals.
- **Event Details:** Thursday 2 July, standard school timings apply. Location: In the Sixth Form centre. Attendance is compulsory (except for Sports Day helpers).

The Talent Foundry has asked for permission to film and take photos of the event, which we need your consent for. Being able to publicise this outreach work on their social media platforms, showcasing the value of engagement work with school encourages other companies and charities to engage in these programmes and offer their support to schools for free. Therefore, if you can, **please can you give your consent by reflecting this on the [Google Form linked here](#)**. We are incredibly grateful to Logicor and The Talent Foundry for funding and delivering this fantastic initiative at no cost to families.



Part 2: Work Experience Week (6 to 10th July) – Preparation & Conduct

Following Thursday's workshop, students will go straight into their formal Work Experience Week on Monday 6th July, for those that have secured a placement (**those who have not, will undertake virtual work experience activities and are expected in school that week**). While our Year 12 students are expected to take primary responsibility for their placement, your guidance at home this week is vital to ensure a safe, successful, and professional experience.

Please review these key preparation and behaviour points with your child over the coming days:

1. Practical Preparedness

- **Check Unifrog Details:** Log in together to confirm the placement shows all stages as green (approved). Review the exact address, start/finish times, dress code, and lunch arrangements.
- **Contact the Employer:** Encourage your child to send a professional email or call their employer this week to introduce themselves, confirm their arrival for Monday 6 July, and clarify any final details.
- **Plan the Journey:** Ensure they have mapped out their route. If using public transport, we strongly recommend a "dry run" before Monday to ensure punctuality and reduce first-day nerves.

2. Conduct & Professional Expectations Remind them that your child is an ambassador for our Sixth Form and school. To stand out and secure strong future references for UCAS or degree apprenticeships, students should demonstrate:

- **A Proactive Attitude:** Frequently ask, *"How can I help next?"* or *"What can I do to assist with this project?"*
- **Engagement & Curiosity:** Display engaged body language, follow instructions carefully, and ask thoughtful questions about the industry.
- **Strict Mobile Phone Policy:** To remain fully engaged, students must keep their mobile phones strictly out of sight throughout the working day, using them only during designated lunch or scheduled breaks.

3. Resilience & Attendance Entering a corporate environment can feel overwhelming. Please encourage your child to show resilience if tasks feel unfamiliar. If they are unwell and cannot attend, **they must take personal responsibility** by calling the employer directly before their start time, as well as notifying the school attendance line.

Thank you for your continued support in helping our Sixth Form students prepare for this important double-milestone week. Please contact me or the Sixth Form team if you have any questions.

Yours sincerely,

Mrs S Zajac
Careers Lead