



A community of transformation founded on love, hope & trust

St Mark's Church of England Academy

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Headteacher: Aimee Gallagher

15 June 2026

Dear Parent/Carer,

Work Experience Week will take place from **Monday 6th July to Friday 10th July**.

The original deadline for securing a placement was **1st June**. With only three weeks to go, we currently have **no record of your child having arranged a placement**.

Students who do not secure a placement will be required to complete **online work experience in school**, attending in **full school uniform from 9:00am until 5:00pm** to replicate a typical working day. While this in-school provision ensures students still engage in work-related learning, it does not offer the same benefits as a real workplace experience. External placements provide valuable opportunities for students to:

- Develop communication and interpersonal skills
- Build confidence in a professional environment
- Gain first-hand insight into careers and industries
- Demonstrate independence and responsibility
- Strengthen their CV and future applications

We would strongly encourage you to support your child in securing a suitable placement so they can fully benefit from this important opportunity.

If you have already arranged a placement, please inform **Miss Bowen** by **22 June**.

If not, we urge you to make suitable arrangements as soon as possible.

A 'How to' document has been provided via email to support with logging work experience placements on UniFrog, please check your email. For a placement to go ahead, it must be logged on UniFrog as part of our safeguarding responsibility.

Please send confirmation or any queries via email to Miss Bowen EBowen@stmarks.anthemtrust.uk

Yours faithfully,

Miss E Bowen
Assistant Principal, Pastoral and Careers

