



Great Marlow School

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EXECUTIVE HEADTEACHER

Mr K Ford

HEAD OF SCHOOL

Mr G Pendlebury

19th March 2025

Dear Parent/Carer

As you may by now be aware, all students in Year 12 at Great Marlow School will complete a compulsory week of work experience, from Monday 30th July to Friday 4th July 2025. No Year 12 lessons will be taking place in school during this week.

We believe strongly in this opportunity, as it is vital that students are able to develop their employability skills at an age where they are so close to entering the highly competitive labour market.

All Year 12 students attended an assembly shortly before February half-term, providing essential details and advice. A copy of this assembly is saved in their Teams tutor group.

We have requested that students source their placements themselves, as they would a part-time job. However, we have asked students to source opportunities which are different to their current part-time job, should they have one.

Many students have already researched a wide range of exciting placements, taking into consideration their desired career path, where possible. We have encouraged students to consider all options around them; often a week in any working environment can support in beginning to decide what job is for them, or indeed is not for them! This is an equally important part of the process.

We would like to thank you for the support you have provided so far, including the provision of placements in many of your own working environments. Should this be a placement you are willing to offer to any GMS students either this year or in the future, please do let me know at ajones@gms.bucks.sch.uk. Additionally, I have encouraged students to share details of potential placements they are aware of, should it support their peers in this process.

For those students who still require support, this continues to be available during morning registration with Year 12 tutors or via the 6th form team. I have also encouraged students to visit <https://www.speakersforschools.org/> and www.unifrog.com though these opportunities will largely be virtual. A physical placement coupled with a 1 or 2-day online experience is acceptable; indeed we welcome this hybrid approach if it suits students and organisations. There are many options, but each student must complete a placement.

This year, all students' placement details will be saved on Unifrog. The process is simple, and has been explained to students during an assembly. I have attached an easy guide to the process, issued to all students, should you wish to support your son/daughter. There are also some helpful videos available [Guides - Placement - Unifrog](#)

A member of staff from Great Marlow School may contact each student and/or supervisor during the placement week to gain some insight into the progress of the placement, focusing, in particular, on attendance & punctuality, attitude and the nature of the role. It is therefore essential that the employer email address is entered correctly.

I have asked all students to complete their placement details by Friday 23rd May, and would greatly appreciate your support in ensuring they meet this deadline. Thank you in advance.

Should you have any questions, please do not hesitate to contact me. I will happily assist where I can.

Yours faithfully

Miss A Jones
Deputy Head of 6th Form