



St Paul's Way

Aspiration • Integrity • Community

PART OF UNIVERSITY SCHOOLS TRUST

125 St Paul's Way
London E3 4FT
020 7987 1883
www.spwt.net
admin@spwt.net

17th September 2025

Dear Parent/Carer,

Year 12 Work Experience: Monday 26th January – Friday 30th January

I am delighted to inform you that your child will be participating in a 5-day work experience opportunity from **Monday 26th January – Friday 30th January 2026**. **Please read the information below carefully and complete the necessary forms to ensure your child can participate.**

What is work experience?

Work experience is a compulsory week-long programme for Year 12 students, where students work as an employee. The placements will be found and managed by The Switch, an education charity with over 30 years' experience in organising Work Experience placements.

This opportunity will give them a chance to:

- Develop their work-related skills, such as teamwork, communication and confidence
- Enhance their CV and prospects and learn about different career/education pathways
- Increase their understanding of the workplace and specific sectors

The Switch finds placements across Tower Hamlets (E1, E2, E3, E14), the City (EC, WC), and occasionally Central London (W1). If travelling to a different postcode will be an issue for your child, please make this clear in the form attached.

Key Information:

- All students **must have parental consent** to secure a placement. Consent form to be returned by **Friday 10th October 2025**. **You must return the consent form even if you are still looking for a self-placement.**
- We expect all students to **behave professionally**.
- Your child must **introduce themselves to the placement contact** before Work Experience begins. The letter detailing the placement details will include information on how and when to do this. If your child does not contact the company before they begin, their placement may be cancelled.
- **If the student is ill or absent** from placement, you must **inform the placement contact and school** immediately.
- Your child can share which sectors they are most interested in, and the school will try their best to match them to an available placement.
- Students can **find their own placement** – they can collect a self-placement form from Ms Kawtar (room 1.24) or the sixth form reception and return it to the school by **Monday 3rd November**.
- Students are **responsible for their own lunch**.





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- Students are **responsible for their own travel to and from placement**. You are responsible for your child's whereabouts when travelling to and from placement.
- Your child should have **no contact (social media, for example) with their employer** after the placement is over.

We ask for your support in encouraging your child to attend their placement, ensuring they are punctual and ready to approach their work in a mature and responsible manner.

Key Dates:

- Consent form to be returned by **Friday 10th October 2025**
You must return this even if you are still looking for a self-placement
- Self-placement form (if applicable) to be returned by **Monday 3rd November 2025**
- Placements allocated by the school to be shared with students on **Monday 1st December**
- Placements allocated by the school cannot be changed after **Friday 5th December**

If you have any questions on the above, please do not hesitate to contact me using the details below.

Yours faithfully,

Kawtar El Ouaraini

Careers Education and Guidance Manager

Email: careers@spwt.net / kawtarelouaraini@spwt.net

Telephone: 020 7987 1883 ext. 131



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CONSENT FORM FOR YEAR 12 WORK EXPERIENCE (26th Jan – 30th Jan)

STUDENT CONSENT

I will:

- Participate in the Work Experience Programme and behave professionally
- Not disclose any confidential information to my host employer
- Obey all safety, security and other instructions given by my host employer
- Represent my school to the best of my ability

Please circle or tick the 3 industries you are interested in. **There is no order of preference.**

Business & Finance	Legal	Charity & Public Sector	Construction & Engineering
Education	Hair & Beauty	Health & Social Care	Retail
Creative, Advertising & Media	Hospitality and Customer Service	STEM (Science, Technology, Engineering & Maths)	

PARENTAL CONSENT

I agree that my child (name below) will take part in the Work Experience programme during the week of: Monday 26th January – Friday 30th January 2026

Student Name: Tutor Group:

Does your child have any allergies/ medical conditions which require medical treatment, including medication?

YES ☐ NO ☐

If YES, please give brief details:

I give permission for my child to be allocated a placement outside of Tower Hamlets *e.g. the City (EC, WC) and Central London (W1)*.

YES ☐ NO ☐

If NO, please give further details:

I give permission for The Switch and our Partner Companies to take and publish Photographs or Case Studies of my child for promotional purposes (social media/impact reporting).

YES ☐ NO ☐

Parent/Guardian Signature:..... Date:



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switch**

FAQs for Parents Work Experience

Q. What do I do if my child is ill or can't go to placement?

A. If your child is sick, contact the school or company as soon as possible. It is best if your child can do this themselves. If your child has an appointment (e.g. Dentist) tell the school or company as soon as you can.

Q. How do I find out information about my child's placement?

A. The school will match your child to their work experience. Once the placement is confirmed, you can see the details (location, what to wear, times, etc.) on the Work Experience Portal. Your child will have a login from their school.

Q. What should I do if my child is running late to placement?

A. Ask your child to call or email the company if they will be more than 10 minutes late. If your child can't do this, please tell the school.

Q. What do I do if my child is upset or has a concern during placement?

A. Please talk to the school's Career Lead about your concern. You can also call The Switch Work Experience Team on 020 4591 0999.

Q. How will my child travel to placement?

A. Your child must travel to and from the placement by themselves. It is your responsibility to help them plan their travel. Please ask school if you need financial support.

Q. Is lunch provided on work experience?

A. Most companies do not give lunch to work experience students. Please send lunch with your child or give them money to buy food. If your child gets Free School Meals, the school will help with lunch.

Q. What if my child has Special Educational Needs or Disabilities (SEND)?

A. We work closely with schools and their SENDCo to ensure students with additional needs are supported during their placement. If you have any concerns, please speak with your child's school.



Self-Placement Form

Only complete this form if you have found your own work experience placement. **The form must be completed by the employer** and will not be accepted if it is missing details. **Deadline for Self-Placement: Monday 3rd November 2025** (*Any forms handed in after this date will not be accepted.*)

Student's Full Name:	
Tutor Group:	
School:	St Paul's Way Sixth Form
Work Experience Date:	Monday 26th January – Friday 30th January 2026

To be completed by the Host Employer. PLEASE NOTE: Work Experience is UNPAID

Company Name:	
Company Full Address:	
Type of Business:	
Contact Name (supervisor):	
Contact Email (essential):	
Contact Number (essential):	
How do you know the student?	
Type of job/role offered:	
Does your company currently host placements with The Switch or any other providers?	(please circle) Yes No

Only employers with Employers Liability Insurance are eligible to host Work Experience, by signing below you are confirming that you hold valid insurance.

Do you have Employers Liability Insurance? (please circle) Yes No	Policy Number: Provider Name: Expiry Date:
Sign:	Date:

BEFORE A PLACEMENT IS APPROVED, A MEMBER OF THE SWITCH'S WORK EXPERIENCE TEAM WILL BE IN CONTACT TO ARRANGE A HEALTH AND SAFETY CHECK.