

Our Ref: WEXltr/WES/RUS

Date: 22nd January 2026



Dear Parent/Carer

RE: Work Experience (WEX) 6th July – 10th July 2026

As part of the Careers Education Programme at Ruskin High School, all students in Key Stage 4 are required to complete a week's work experience.

WEX can have a profound impact on people's careers. In completing WEX, we hope that our students will have their career aspirations confirmed and that they will be able to start building a network that will be useful to them in their future. We also want our students to see 'behind the curtain' of a workplace and prepare them for the future world of work.

Why one week?

Evidence shows that an intensive block of WEX has a number of benefits; it can give students a real insight into an area of work that they are interested in and, if it goes well, can act as an 'extended interview' which might result in useful contacts, the offer of a part-time job, a longer placement or even an apprenticeship.

When and where?

Your child will complete their WEX in the week 6th -10th July 2026. They will arrange their own placement. The benefit of this is that students will find a placement that is linked to their own career aspirations. Contact with businesses can be made via email, a phone call or by just dropping in and making an enquiry. Students may also choose to work with family, family friends or neighbours.

Once the placement has been agreed, the student will complete a form on UNIFROG. This is a careers platform that we use at Ruskin. All students have had the opportunity in tutor time to familiarise themselves with this process. Once they have submitted their form an email will be sent directly to the employer to confirm the placement.

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It is therefore essential that students confirm their placement before submitting the form. It is also essential at this stage that students fill in the form accurately, particularly the employer's email address as mistakes can slow the process down. Employers will then fill in relevant sections including Employer's Liability Insurance. Following this, you as parent will receive an email from UNIFROG asking for you to confirm that you are happy with the placement.

I am sending this letter out now in the hope that students will secure their placement by the Easter holiday (Friday 27th March).

Thank you for your support with this process: students will benefit enormously from WEX and my sincere hope is that it will allow them to develop their confidence and start to see their place in the world of work and the valuable contribution that they will make.

Yours faithfully

Mrs S Whitefoot
Careers Lead

Ms L Webster
Careers Advisor