



Dear Parent/Guardian

February 2026

Year 12 Work Experience – important information

To support the administration surrounding our Year 12 work experience scheduled for 1-5th June (inclusive), we will be once more using the services of a business called Careerthread.

Please see below the process that we will initiate once your student has gained agreement for a work experience opportunity. Please note that you will be sent information about the work experience and asked to agree to it as a part of this process, provided you give your student permission to enter your email address into the Careerthread system when they register. We very much hope you will be happy to do this so that we can simplify the administration.

The process:

- Student receives agreement for work experience from employer.
- Student responds, thanking the employer and sending back the Careerthread introductory letter and a cover letter from the school to the employer, explaining that once the student has registered the work experience, the employer will be contacted by Careerthread.
- Student enters the employer details and parental email contact address (the student will indicate that they have parental permission to share this information).
- Careerthread contact the employer for details of the placement and employer liability insurance documents.
- Employer completes details and sends to Careerthread.
- Careerthread contact parents and the school with employer details. Once both have reviewed the work experience proposal, both parties agree to it. **Please ensure that you respond to this email - you may need to check your junk/spam folder.**

Please note that if the student is unable to attend on any of the days due to illness, you should notify the school as usual who will contact the employer.

Please find attached a booklet containing further information about how Careerthread operate.

Should you have any queries, please feel free to contact the Sixth Form Team on sixthform@kggs.org

Kind regards

The Sixth Form Team