

PARENT/CARER INFORMATION: Term 4, Week 5

27/03/26

Key Dates Term 4

Thursday 2nd April – Term 4 Ends

Key Dates Term 5

Monday 20th April – Term 5 Begins

Monday 4th May – Bank Holiday

Friday 22nd May – Term 5 Ends

For all Term and Inset Dates (including for 2026/2027) please check our Website -

<https://post16.clf.uk/academy-information/term-dates/>

Year 12 Work Experience

Globally, the job market is becoming increasingly competitive, with employers expecting more from students with each passing year. One of the main areas Universities, Apprenticeship providers and Employers want prospective employees to talk about is industry experience. Therefore, we strongly encourage all Year 12 students to complete a period of industry experience before the academic year is out.

Students have been working on this during Term 4 with their Academic Tutor. The deadline to secure a placement will be **Friday 19th June**. All students are encouraged to use the support and expertise of their Academic Tutor to help them in reaching this deadline. We are using the Unifrog platform to search and log all work experience. The below process must be followed by all students once a placement has been confirmed.

Student process

1. Search for relevant work experience opportunities during tutor time
See careers in the eye at lunchtime if you need help.
2. Secure a placement for specific post 16 approved dates. Last 2 weeks of Term 6. Days where you have no onsite lessons. Half term holiday dates.
Plan your time well as the next step process permissions could take a few weeks.
3. Ensure you have the P16 safeguarding phone number stored in your mobile phone (07702821721)
4. Get your placement **first stage approved through careers** daily at lunchtime in the eye. **Careers will then add your placement to unifrog during tutor or lunchtime in the eye**
5. This addition to unifrog will trigger a form that is sent to the employer for them to complete
6. Once the employer has completed their part, this will then trigger a parental consent form for your parents/carers to sign. Please support them in this process.
7. Once all consent forms and agreements have been signed careers will check this and **complete the final sign off**. Students are **not permitted** to complete their WEX **until the placement has had the final sign off** from careers.
8. After your placement has finished complete your journal and upload your completed version to your unifrog locker
9. If WEX is not through unifrog (Springpod, Not.impossible etc), students show careers evidence of WEX to log on your unifrog portal.

Food provided through FareShare services

CLF Post 16 is a member of the FareShare Food Community. FareShare works to reduce food waste by redistributing surplus food from leading UK food companies to almost 8,000 charities and community groups for a small annual fee.

While we can request certain types of food, we do not have full control over the items we receive. Typical deliveries may include bread, cereals, fruit, vegetables, cheese, and yogurts.

All FareShare items are placed in the student and staff kitchen area for anyone to help themselves. We do not monitor or restrict what students choose to take. It is therefore each **student's responsibility** to check product labels and ensure the food is safe and suitable for their own dietary needs, including allergies, intolerances, or other requirements.

Should you have any concerns please contact the Academy.

Further details about FareShare can be found here:

<https://fareshare.org.uk/fareshare-centres/south-west/>

Exams

The Summer exam schedule is starting to appear under 'Timetables' on the Student Portal. This information can also be viewed by Parents/Carers on the MCAS app.

Students must be available, for exams, until 24/06/2026

Guidance for revision can be found here: - <https://post16.clf.uk/wp-content/uploads/Student-information-revision-for-exams-leaflet.pdf>

Contact details

Should your contact details change, please ensure you let us know by emailing info@p16.clf.uk