

September 2025

Dear Parents/Carers,

We are pleased to confirm that all pupils in Year 10 will be enjoying 2 weeks of work experience from **Monday 27th April to Friday 8th May 2026**. During this period the Year 10 timetable will be suspended as all pupils will be expected to be at the workplace of their host employer each day.

Many years of experience has shown us that work experience provides our pupils with the chance to get an insight into the types of job they might enjoy after school, to develop their CV and to get a real taste of life in the work place. Work experience enables young people to learn new skills in a different and exciting environment, including teamwork and collaborative working, time management, communication and problem solving. We know that it can be one of the most transformational and beneficial experiences our pupils can have during their school career.

This year, we are asking pupils, with the support of their families, to source their own work experience placements. The Careers Team will, of course, support any pupils who have been unable to find their own, but our initial expectation is that pupils work independently to secure their own placements. Over recent years, the vast majority of pupils have found their own placements and this has led to them having a far more beneficial placement, because it is what they have themselves chosen, rather than picking from a predetermined list.

To help with this process we will be using Unifrog (www.unifrog.org). This will allow pupils to find placements to suit their individual requirements and aspirations. They can also use Unifrog to manage the administration of the programme. Parents/carers can also use Unifrog to give their approval to their child's placement.

Please can we ask that you consider these important points:

- Pupils must agree their placement with the employer **first**, and then pupils can start the formal process by adding details of their placement to their Unifrog account (the placements tool can be found on their Unifrog homepage).
- Unifrog will then email the employer, the parent/carer and the school, in order to collect all necessary information and permissions. For the process to work effectively, please make sure that your child **adds the initial information about their placement accurately**.

To find out more about the process:

- Unifrog have created a set of guides about placements which you can find [here](#).
- We suggest that [this](#) is the best guide to start with as it includes a short animation of how the work experience process works.
- We then recommend looking at [this guide](#) which includes advice on how to find a placement.

For information about the next steps:

- Please read the placement guides on Unifrog, and then support your child to start contacting possible employers to host their placement.
- If you have any questions about Unifrog or the process in general please contact either one of us and we will be very happy to help.

We will be hosting a Parents' Information Evening on **Thursday 25th September at 6.00 pm in the Main Hall**, during which we will outline the process in more detail and provide some additional guidance for parents/carers. Pupils do not need to attend this meeting as they will be given this information in tutor time and during assembly. Should you be unable to attend the meeting, a copy of our presentation will be made available via the school website.

We hope that by working together with this exciting new platform all of our pupils will find meaningful and inspiring work placements and make the most of this valuable opportunity.

Kind regards,



Adam Thomson
Careers Lead/Extended Leadership Team



Paula Steadman
Year 10 Work Experience Coordinator