



23<sup>rd</sup> January 2026

# Unifrog

Dear Parent/Carers,

All students in Year 12 are going to be undertaking **work experience** from Monday 6<sup>th</sup> July 2026 to the Friday 10<sup>th</sup> July 2026. During this time there will be no Year 12 lessons taking place in school – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, develop and evidence employability skills, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) **should source their own work experience placements**. The careers lead and the Sixth Form Team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students. We will be launching the work experience process through an assembly at the beginning of February, and students will complete work on their CVs with their tutors. PSHE lessons will also focus on preparing students for work experience, so that we can be confident that everyone is prepared to engage positively with this opportunity.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves as parents/carers for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carer, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately**.

Finding out more:

Unifrog have created a set of guides about placements which you can find on the links below:

- [For students: a guide to finding and completing work placements : Know-how library](#)
- [What are work placements really like? : Know-how library](#)
- [How to write a speculative application : Know-how library](#)
- [How to write a brilliant CV : Know-how library](#)

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Unwin (Careers lead) – [k.unwin@mrus.co.uk](mailto:k.unwin@mrus.co.uk) or the Sixth Form team – [sixth.form@mrus.co.uk](mailto:sixth.form@mrus.co.uk)

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards



Mrs A Vallance  
Assistant Headteacher/ Director of Sixth Form

