



Dear Parent/Carer

All students in Year 10 are going to be on work experience from Monday 24th May to Friday 28th May 2027. In this period there will be no classes, 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, 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 year group 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 are using Unifrog (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 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/carers 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:

- Links to several guides about placements: <https://www.unifrog.org/placement/guides>
- An overview of the Unifrog placements tool: [here](#)
- A guide for students on how to make the most out of work experience (including how to find it): [here](#)

Next steps:

- Read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact the Careers Lead or your Head of Year, Mr Taylor.

We wish you the best of luck with supporting your child to find a placement. Please make use of Unifrog's guides to help you. The deadline for completing the forms will be Saturday 8th May 2027. There will be a parents' information zoom meeting about this in the Autumn term. Details to follow.

Kind regards

Mrs K Unwin
Careers Lead

Mr L Taylor
Head of Year 10