



14th April 2026

Dear Parents and Carers,

Work Experience for Year 10 Students

As we progress through the academic year, our students will continue to develop their skills and experiences in preparation for future careers and further education.

We are pleased to confirm that Year 10 work experience will take place from **Monday 29th June to Friday 3rd July 2026**. This is a valuable opportunity that has consistently benefited our students by building confidence, developing new skills, and helping them plan for their future.

We strongly encourage students to secure their own work experience placements, particularly if they have an interest in a specific career pathway such as sport and leisure, media, law, finance, engineering, or construction trades. Experience shows that self-arranged placements are often the most rewarding. Employers tend to favour students who approach them directly, especially as opportunities can be limited. Therefore, it is important that students begin their search as soon as possible.

To support this process, we will be using **Unifrog (www.unifrog.org)** to manage all aspects of the work experience programme. This includes collecting information from employers regarding risk assessments and health and safety policies, as well as obtaining consent from parents/carers.

Students will begin preparing for their work experience during PSHE lessons this term.

Important Information

- Students must first agree on a placement with an employer.
- Once agreed, students should log the placement on their Unifrog account using the *Placements* tool on their homepage.
- Unifrog will then automatically contact the employer, parent/carer, and school to gather the necessary information and permissions.
- It is essential that students enter all placement details accurately to ensure the process runs smoothly.

Further Information

Unifrog has created a range of helpful guides, which can be accessed here:

[For students: a guide to finding and completing work placements : Know-how library](#)

[The Placements tool - for organising work experience: Help library](#)

Next Steps

- Please read the placement guides on Unifrog.
- Students should begin contacting potential employers as soon as possible.

We kindly ask that all placement details are added to Unifrog by **Monday 18th May** at the latest. This will allow sufficient time for all checks and approvals to be completed before the placement begins.

We wish you the very best in supporting your child in securing a placement and encourage you to make full use of the Unifrog resources available.

Yours sincerely,

Mrs E. Bakewell-Voss
Assistant Principal

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**Combined
Cadet Force**

