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RR/KRE

10th November 2026

Dear Parent/Carer

Our CEIAG (Careers Education, Information, Advice and Guidance) Program for Year 10 students includes a Work Experience Week with a local employer. We feel that this is an important part of your child's education as they prepare themselves for the world of work. This academic year's work experience will take place during the week commencing Monday 5th July 2027. In this week 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.

We strongly encourage students to take a full and responsible role in securing a suitable placement. Contacting employers and attending interviews, where appropriate, are all a valuable part of the scheme, but we appreciate that some students may well need support on occasion. They have had an assembly explaining about the process.

We are using Unifrog (www.unifrog.org) again this year 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:

- Most students will have already accessed Unifrog in their PD lessons during Year 8 and 9. If they haven't yet accessed it, they need to access the website then click on login / sign in with Microsoft/ and then follow the instructions. Over the next few weeks, I have arranged for students to do this in an ICT classroom. They will also be able to familiarise themselves with the platform at this time.
- 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's essential that students add the initial information about the placement accurately**.
- Students should aim to find a placement by the 16th January 2027.

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Finding out more:

- Unifrog have created a set of guides about placements which you can find here. What a parent needs to know about Unifrog's Placements tool for organising work experience : Unifrog Blog

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, contact Susan Graham (Work Experience Coordinator) or Rachel Robinson (Assistant Principal and Careers Leader) for more information.

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.

Yours sincerely

Susan Graham

Rachel Robinson

Susan Graham
Work Experience Coordinator

Rachel Robinson
Assistant Principal and Careers Leader

Proud to support The National Year of Reading 2026. GO ALL IN.

Respectful Responsible Resilient
"To nurture kind and responsible young citizens who care for their community and who are committed to bettering themselves"

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