

Dear Parent / Guardian,

## Work Experience Placement for Year 10 Students

Year 10 students are being offered an exciting opportunity to arrange a work experience placement.

- **13<sup>th</sup> - 17<sup>th</sup> July 2026**, the last week of school before the summer holidays, students should look to secure an in-person placement that will support their future plans. There is an expectation that students will do this with the support of parents/guardians.

Work experience will take the form of a personal placement organised by your son/daughter. They will arrange the placement with your support, then upload all relevant documents to Unifrog, which will record the progress of their placement. Students need to agree their placement with the employer first, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).

Unifrog will help us track risk assessments, health and safety documents, insurance and any other documents deemed relevant by the employer. By agreeing to your son/daughter completing a work experience placement, you as their guardian confirm that you take responsibility for ensuring the documents uploaded are correct, and you are happy for the placement to go ahead. In due course, we will set a deadline for uploading the placement to Unifrog. If students are unable to secure a work placement, a programme of careers related activities will take place in school that week, but we would strongly recommend students find a work placement as we place high importance on this.

### Next Steps:

- January – Students have already received an assembly on the importance of work experience and details on how to apply
- Students have already signed up to access their Unifrog account
- Watch this video as an introduction and summary of the work experience process through Unifrog: <https://cdn.unifrog.org/video/hfxcu5f6a6/720.mp4>

**Preit Chahal | Principal**  
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- Please watch this video as it is a step by step guide on how to upload a placement to Unifrog: [cdn.unifrog.org/video/3ce70aacz1/720.mp4](https://cdn.unifrog.org/video/3ce70aacz1/720.mp4)

We understand that some parents may have questions. Please do not hesitate to contact us for additional support, if required.

Finally, we see this as a great opportunity for students to secure a placement that will support their future plans through direct professional engagement with an employer/provider. We see the students organising it themselves as an invaluable part of the process.

Good luck in finding a placement and making the most of this exciting opportunity.

Yours faithfully

**Mr Ian Limbrick**

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