



22 May 2025

Dear Parent/Carer

### **Year 10 Day at Work Summer 2025**

Gaining insight into workplaces gives students the opportunity to explore sectors of personal interest for future careers and study. It allows them to develop valuable transferable personal skills that can make a real difference when applying for jobs and higher education. Having such experience can help set them apart from other candidates as a motivated and committed individual, allowing them to understand and develop competencies as well as confidence in the workplace.

**We ask our Year 10 students to arrange a Day at Work during the summer holidays and we would value your support for them with this.** It may be possible for the student to accompany a relative or family friend to work for a day. We recognise that there may not be family members or friends working in appropriate fields; however, you may know someone in your local community who may be able to help, for example through a mosque or church, or a voluntary organisation. We attach a letter that explains the Year 10 Day at Work to a potential placement, which you or your daughter may wish to give to a possible host as an introduction.

Understandably at this stage, students may not know what they want to do in the future, or it may not be possible to visit anywhere directly related to the career in which they are interested. This does not matter: any workplace visit will give them an insight into a professional working environment and develop transferable skills that are valuable in any university or job application.

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

Once arrangements have been made for a visit, **students** will get the ball rolling by completing the *Student initial form* on the Placements tool (available on their Unifrog home dashboard). Once students have completed this form, the Unifrog system will then email in turn the employer, the parent/guardian, 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.** We have asked students to complete this form by **1 July**.

If you wish to find out more about the process:

- Unifrog have created a set of guides about placements which you can find [here](#).

- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).

We have shared this information with students and have also given them a set of Day at Work FAQs (that are attached). Later this term, we will share with students a digital workbook that they will complete to prepare for their Day at Work and then to reflect on it afterwards.

Students are welcome to talk to me if they have any questions about arranging a workplace visit and should contact me if they have questions about using the Unifrog Placements tool.

Thank you for your support with this valuable experience. Please do not hesitate to contact me if you have any questions.

Kind regards

Mrs Michelle Sutton  
Next Steps and Careers Lead