



3 February 2026

Dear Parent/Carer

Year 10 Work Experience: 2 - 3 July 2026

Work experience 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.

In 2025 the government published Statutory Guidance for work experience. It wants all students to have two weeks of work experience activities across Years 7-11 and schools are asked to work towards this. As part of this, we are introducing a work experience placement into the Year 10 curriculum. All students in Year 10 are asked to organise a placement for the period **Thursday 2 - Friday 3 July 2026**. Students are not expected in school during those two days.

We would value your support in helping students to find a placement. It may be possible for the student to accompany a relative or family friend to work. We do 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 work experience 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) 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.

Students need to agree the placement with the employer **first**, and then **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/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.** We have asked students to complete this form by **1 May.**

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

Students are welcome to talk to me if they have any questions about looking for work experience 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