

10th November 2025

Dear Parent / Carer,

Work Experience Week: 6th–10th July 2026

All Year 10 students will take part in work experience from Monday 6th to Friday 10th July 2026. During this week, there will be no lessons in school – each student will spend the week with their host employer, gaining first-hand experience of the workplace.

Work experience is a valuable opportunity for students to explore different career areas, discover what kind of work they might enjoy, and start building their CV. It is often one of the most informative and inspiring parts of their school journey.

Students and their families are expected to arrange their own work experience placements by **Friday 27 February 2026**. I am available to provide advice and guidance if students have any questions or difficulties, but we strongly encourage students to take the initiative in securing their own placement.

We will be using Unifrog (<https://www.unifrog.org/>) to manage the administration of the work experience programme. This includes collecting information from employers about risk assessments and health & safety policies, as well as obtaining your consent for the placement to go ahead.

Key information:

- 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).
- The Unifrog system will then email the employer, the parent / caregiver, 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.

Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find [here](#).
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[How to...use the Placements tool](#)', where you'll find a short animation that explains the process.
- For advice on how to help your child find a placement, take a look at the guide '[How to help your child find a work placement](#)'.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account.

If you have any questions, please email me at deana.edwards@bes.318education.co.uk.

We wish you the best of luck with supporting your child to find a placement.

Kind regards,

Miss Deana Edwards

Careers Officer