Woodlands

• Respect • Responsibility • Resilience •

Head Teacher: Mr J Henderson BA (Hons) NPQH NPQEL

05 October 2026

Dear Parents/Carers

Year 10 Work Experience Week – Monday 5th July – Friday 9th July 2027

This week we are launching Work Experience with Year 10. The aim of Work Experience is to enable students to develop their employability skills and help with formulating plans for post-16 and future careers.

All Year 10 students will be provided with information and guidance on the procedures and preparation for Work Experience.

All Year 10 students are expected to take part.
Work Experience will take place from Monday 5th July to Friday 9th July 2027. Students should arrange a five-day placement with an employer that interests them and is appropriate for their age, ability and career interests.

Finding a placement

Students are responsible for finding their own placement, although we will support them with advice and guidance. Students should contact local businesses, organisations and services directly. We recommend that students start contacting employers as soon as possible, as popular placements can fill quickly.
Students should contact employers under the guidance of an adult at home or in school. Even where a student knows an employer personally, they should make contact professionally, preferably by email or letter.

Key deadline

Students must have secured and agreed their placement by Friday 11th December 2026.

Once a placement has been agreed with an employer, students must record it on **Unifrog** so that the necessary checks and approvals can be completed. A placement cannot go ahead until it has been approved by the school.

Everything is now completed online through Unifrog

This year, **there is no physical Work Experience form** to complete or return. The whole placement process is managed **online through Unifrog's Placements tool**.

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Unifrog is an online careers platform designed to help young people make informed decisions about their future. It provides tools to explore careers and future pathways, develop skills and manage Work Experience. Its Placements tool allows students, parents/carers, employers and the school to complete the necessary information and agreements online.

How students access Unifrog

Students have already logged into Unifrog in school. If your child has not yet logged in, they can easily access their account using the **Unifrog welcome email** sent to their school email address. **They should check their junk/spam folder if they cannot find it.**

1. Open the Unifrog welcome email and click "Begin"
2. Follow the instructions to set up the account and create a memorable password
3. Confirm or enter the requested postcode information
4. Use the school email address and password to sign in to Unifrog.

How to record a placement on Unifrog

Students should only complete the placement form once an employer has agreed to offer them a placement.

1. Log into Unifrog and go to the "Recording" section
2. Select the "Placements" tool and click "Add new placement"
3. Complete the Student initial form with the agreed placement details
4. Enter the placement dates as **5th July to 9th July 2027** and select **Miss Lombardo as the Placement Coordinator**
5. If any part of the placement is in person, select "Yes, it's all part or in-person"
6. Check all the information carefully before submitting the form.

Once the student submits their form, Unifrog automatically sends an online form to the employer. The parent/carer details entered by the student will also be used by Unifrog to keep them informed about the placement. A parent/carer will receive an email when they need to confirm or provide information about the placement. This means that parents/carers can follow the progress of the placement and receive the relevant information and updates through Unifrog. The school will then complete the final checks and approve the placement. Emails from Unifrog will come from noreply@unifrog.org, so please check junk/spam folders if necessary.

How parents/carers can help

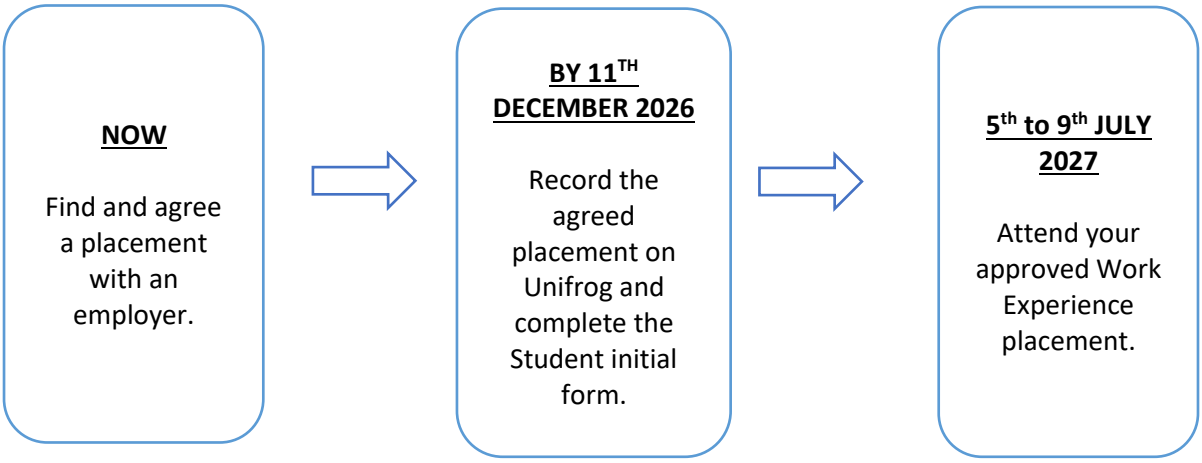
- Encourage your child to start looking for a placement early and to contact employers professionally
- Talk to your child about what type of placement would be useful for their interests and future plans
- Once your child has entered the agreed placement on Unifrog, look out for the email asking you to confirm the placement
- Please complete the parent/carer confirmation promptly so that the school can complete its checks and approval.

Important information

Duration: 5 days – Monday 5th July to Friday 9th July 2027.
Payment: Work Experience is unpaid. Employers may, at their discretion, reimburse travel costs or provide free transport/canteen facilities.
Hours: Students will normally work the hours expected of young employees at the organisation, with a maximum of 8 hours per day and 40 hours per week. Placements should not start before 7:00am or finish after 7:00pm, depending on transport and the placement.
Health and Safety: All placements must complete the required health and safety checks and receive school approval before the student can attend.

If your child is unsure where to start, please encourage them to speak to their form tutor or Miss Lombardo, Careers Coordinator. We are happy to provide advice and support, but students are expected to take responsibility for finding their own placement.

Please see below a timeline, with deadlines, which has been shared with students:



Please note: students do not need to print or return a paper Work Experience form. All placement information and agreements are completed through Unifrog.

Yours sincerely,

G Lombardo

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