



17th March 2026

Dear Parent/Carer(s),

RE: Year 10 Work experience Summer 2026

The year 10 work experience placements will be taking place from **Wednesday 15th July to Friday 17th July 2026**. This provides students with three days of work-related learning with the opportunity to experience the world of work, develop an insight into working practices including the implementation of policies and procedures and the role of an employee in a specific sector.

Work experience provides students with a unique insight into the operations of an organisation and how to develop communication skills whilst interacting with professionals in their place of work.

Please can you complete the placement form with the details of the placement that they have secured on Unifrog:

<https://www.unifrog.org/student/placement>

The students will be asked to provide details about the employer and the placement, the expectations they will need to follow whilst on placement. The students' information will also be shared with the employer.

You should aim to complete the placement form on Unifrog by Friday 5th June 2026. This allows enough time to complete all the forms and insurance requirements for work experience.

Year 10 students can also talk to their form tutor and Head of Year Mr. Lee and be proactive by liaising with family and friends for possible placements. If your young person requires support with contact information to help to secure a work placement and writing emails to employers, they can see Ms. Bhogal:

Thursday lunchtime 1.15 to 1.35 or after school 3.10pm to 4.00pm in ICT8

The most important aspect of work experience is the ability to demonstrate work related skills including: reliability; organisation; ability to prioritise; work with other people and good communication skills. It is not always possible to obtain a specific placement, but the key thing is to develop employability skills which demonstrate the use of interpersonal skills.

If you have any questions regarding the programme, then please do get in touch.

Yours faithfully

Ms. G Bhogal
Careers Co-Ordinator

