



19 November 2025

Dear Parent/Carer

Year 12 Work Experience

All students in Year 12 are going to be on work experience from Monday 29 June 2026 until Friday 3 July 2026. During this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. The careers guidance and tutor team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health and Safety Policy, as well as obtaining agreement from you for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they will find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email 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.**
- Please ensure the information is complete by **Monday 1 June 2026** to enable the checks to be undertaken.

Extra help and guidance:

- Unifrog has created a set of guides about placements which you can find [here](#).
- To find out more about how we will be using Unifrog to set up placements, take a look at the guide '[How to...use the Placements tool](#)', where you will 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](#)'.

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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 contact me or your child's tutor in the first instance.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Yours sincerely

Mrs S Devlin
Employability Coordinator



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