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Our Ref: Work Experience / OFA

18th September 2025

Dear Parent/Carer,

Work Experience 2026

This academic year, all Year 10 students will complete a work experience placement from Monday 9th - Friday 13th March 2026. Work experience (WEX) is a vital and exciting part of mainstream education at Key Stage 4 which allows students to gain an insight into the world of work and learn key skills which will help inform students' career decisions. We know it can be one of the most transformational experiences young people have during their education.

Students have already received an assembly introducing WEX and we wanted to make sure you have all the information you need to support them in securing a placement that will challenge and engage them.

How is work experience organised?

Students are expected to be independent and proactive in finding and confirming placements. In addition to your support at home, they will receive support in school through their PSHE lessons as well as individual guidance from the careers lead where needed. Students will be required to research potential employers and to call or visit them to confirm a placement. They will write a cover letter or email during PSHE lessons and support to understand and begin the online applications through the online careers platform, UniFrog.

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 & Safety policy, as well as getting agreement from yourselves 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 / carer, 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.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

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Finally, students will receive a confirmation when the placement is processed, and Health and Safety checks have been completed. Sometimes students will need to reapply to another organisation or make a follow up call. We strongly encourage students to start thinking about their options now. Students have been advised to secure a placement before the end of December to avoid competition from other local schools and to allow time for the necessary checks to be completed.

Can students choose a placement which isn't on a preapproved list?

Absolutely. As I am sure you will appreciate, the health and safety aspect of placements is a priority. When a student finds a work placement a health and safety check will be carried out. New placements, or placements which are further afield or less routine, may take a longer time to check so must be confirmed as early as possible.

What do I need to know now?

We recommend having an initial discussion at home with your child about possible work experience options and being proactive in securing a placement. If a student already knows where they would like to go, they are encouraged to make an initial telephone call to ask if the organisation is taking on students and might consider them for a placement. If you have any questions, do not hesitate to contact the school or the Work Experience team directly at wex@hpa.clf.uk.

What can you do to help?

Work experience is a fantastic opportunity to raise aspirations, broaden mindsets and introduce our students to the world of work. Last year saw more diverse and far-reaching placements than ever before. If you have any links to employers who may be able to offer placements or you yourself are able to offer a placement, please let the careers team know.

Yours Sincerely,



Ms R Allchurch
WEX Co-ordinator



Mrs J Fielding
Careers Lead



Mr M Tong
Year 10 Raising Standards Leader