

**Principal: Adrian Esch**

Marchfields Way, Weston-super-Mare, North Somerset BS23 3QP

**Tel:** 01934 629307 **Email:** info@hpa.clf.uk **Web:** www.hanspriceacademy.clf.uk



Our Ref: RAL / TIW

12<sup>th</sup> November 2025

Dear Parent/Carer,

## Work Experience

Following the launch of work experience in September we are now approaching the January deadline to confirm work experience placements.

All Year 10 students will complete a work experience placement from Monday 9<sup>th</sup> March - Friday 13<sup>th</sup> 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.

### How is work experience organised?

Students are expected to be proactive in finding and confirming placements. In addition to your support at home, they have received support in school through their PSHE lessons, assemblies and can seek individual guidance from the careers lead, Jackie Fielding. Once a placement has been agreed, the UniFrog application must be completed by the student, employer and a parent/carers. Finally, students will receive a confirmation when the placement has been processed, and Health and Safety checks have been completed.

### How do they start the process in UniFrog?

Students have all checked their Unifrog account log ins in PSHE lessons. To log a WEX placement they need to follow the following steps.

- Find the "Placements" section on their UniFrog homepage.
- Click on "Add new Placement" and follow steps.
- Ensure you have accurate details for the employer who has agreed the placement.

The UniFrog platform will then contact employers for their information, parents/carers for permission and Jackie Fielding for final confirmation.

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

Absolutely – We want students to find placements that are exciting and a good fit for them. As I am sure you will appreciate, the health and safety aspect of placements is a priority. 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.

Con't



Working in partnership with



HANS PRICE ACADEMY IS PART OF THE  
CABOT LEARNING FEDERATION FAMILY OF SCHOOLS IN YOUR AREA:



**What happens if they struggle to find a placement?**

If a student has not secured a placement independently, we will endeavour to match them with employers we have previously used. These opportunities will be limited in variety, but it will still provide the workplace experience for the student. They will be expected to attend for the full week or follow the programme delivered in school for the full week.

**Who do we contact if we have any questions?**

If you have any questions, do not hesitate to contact the school or the Work Experience team directly at [wex@hpa.clf.uk](mailto:wex@hpa.clf.uk).

Yours Sincerely,



Ms R Allchurch  
**WEX Co-ordinator**



Mrs J Fielding  
**Careers Lead**



Mr M Tong  
**Year 10 Raising Standards Leader**