

13th April 2026

Dear Parent/Carer,

RE: Work Experience

Thank you to everyone who has already supported their child in securing a work experience placement. As a reminder, all pupils are responsible for arranging their own placement for **Work Experience Week**, which takes place during the **week commencing Monday 6th July through to Friday 10th July**.

To ensure placements are logged correctly, pupils should follow the steps below:

How to Submit a Work Experience Placement

1. **Check school email:** Your child will have received an email from Unifrog asking them to reset their password.
2. **Reset password and log in:** Once the password has been reset, they can access their Unifrog account.
3. **Go to the "Placements" tab:** This can be found on the Unifrog homepage.
4. **Enter placement details:** Using the attached helpsheet, pupils should complete all required information about their chosen placement.
5. **Employer completes their section:** After submission, the form is automatically sent to the employer for confirmation.
6. **Parents/carers give consent:** Once the employer has completed their part, the form will be sent to you for approval.
7. **School authorises the placement:** Finally, the completed form will come to me for final authorisation and confirmation.

How Parents/Carers Can Support Their Child in Finding a Placement

Finding a placement can feel daunting for pupils, and your support can make a big difference. Here are some helpful ways to guide them:

Where to Look for Opportunities

- Local businesses such as shops, cafés, nurseries, gyms, salons, garages, and offices
- Community organisations, charities, libraries, youth groups or sports clubs
- Employers you or family members may know personally
- Companies your child has an interest in (e.g., tech, healthcare, construction, creative industries)



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How Pupils Can Ask for a Placement

- Encourage them to visit the employer in person and politely ask if they offer work experience
- Help them draft a short email explaining:
 - who they are
 - why they are interested in that workplace
 - the dates of Work Experience Week
- Support them in making a phone call to enquire about opportunities
- Remind them to be polite, confident and prepared to explain what they hope to learn

How You Can Help

- Talk with your child about their interests and possible career ideas
- Help them identify suitable workplaces and plan how to contact them
- Support them in keeping track of who they have contacted and any responses
- Encourage them to persevere, many pupils secure placements after several attempts

Thank you for your continued support in helping pupils secure meaningful and safe work experience opportunities.

Kind regards,



Miss Kerris Stirling