



Tuesday 2<sup>nd</sup> December 2025

Dear Parents and Carers,

### **Year 10 Work Experience – 29 June to 3 July 2026**

All Year 10 students will be on work experience from **Monday 29 June to Friday 3 July 2026**.

During this week there will be **no normal lessons** – students will be at their work placements every day.

### **Using Unifrog**

We are now using **Unifrog** to organise work experience (instead of the old paper form).

- Students are setting up their Unifrog accounts in school.
- Once they have done this, parents and carers can also create an account at [www.unifrog.org](http://www.unifrog.org).

It is important that both students and parents/carers know how to log in and use Unifrog.

### **Finding a Placement**

- Students and their families are expected to find their **own work experience placement**.
- If a student is really struggling to find one, **Mr Pacey** and other staff will try to help – but places are limited, so we can only support a small number of students.

### **What happens on Unifrog once a placement is found?**

1. Your child should speak to the employer first and make sure they are happy to offer a placement.
2. Your child then logs into **Unifrog** and adds the details using the **Placements** tool.
3. Unifrog will then email:
  - the **employer**
  - the **parent/carers**
  - the **school**

to collect all the information we need, such as risk assessments and health & safety details, and to get your permission.

For this to work properly, it is very important that your child enters the **correct email addresses and details**.



### Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find [here](#).
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[How to...use the Placements tool](#)', where you'll 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](#)'.
- Mr Pacey also has information on past placements, and he can help suggest contacts

### What you need to do next

- Once your child has set up their student account, please create your own parent account on [www.unifrog.org](http://www.unifrog.org).
- Read the Unifrog placement guides.
- Help your child to contact possible employers and secure a placement.
- When a placement is agreed, support your child to log it on Unifrog.

### Questions or problems?

If you have any questions, please contact **Mr Pacey:** [spacey@sph.srscmat.co.uk](mailto:spacey@sph.srscmat.co.uk)

This is our first year using Unifrog for work experience, so if you or the employer are missing any information or get stuck with the system, **please get in touch**. We will do our best to help find a solution.

Thank you for your support in helping your child find a valuable work experience placement.

Kind regards,

Charlotte Neves

Assistant Headteacher

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