



3rd February 2025

Dear Parents, Carers, and Year 12 Students

## **Year 12 Work Experience - Tuesday 8th and Wednesday 9th July 2025**

In accordance with our Careers Programme, every Year 12 student will be participating in compulsory work experience on Tuesday 8th and Wednesday 9th July.

Work experience is a wonderful opportunity for students to develop their employability skills, increase their awareness of the working world, and experience crucial shadowing of the workplace.

In order to prepare for work experience, please find attached an [information guide](#) for parents/carers. This explains the aims and learning outcomes of work experience, details the regulations and procedures for obtaining placements, and clarifies the preparatory steps students need to take. We encourage every student to log into Unifrog at home and watch the video called '[For students: a guide to placements/work experience](#)'. It can be found under the 'Know-how Library' tab.

**Students must find their own work experience placement and contact employers directly to secure their placement.** They can do this by telephone or email.

The process for arranging work experience placements that needs to be followed is outlined below:

1. Students research companies and employers in the sector they are interested in and contact those that interest them the most to ask if they would be able to complete work experience with them on the 8th and 9th July.
2. Once a student has secured a work experience placement, they **log in to Unifrog, click on 'Placements' and then 'add placement'**. The deadline to upload this information is **Monday 12th May**.
3. To upload their placement on Unifrog, students will need the email address of their employer placement contact. When adding the information, they should tick either **Miss Turner** or **Mrs Gray** as their **placement coordinator**. It is also important that they add the **start date (8th July 2025)** as well as the **end date (9th July 2025)**.
4. Once the student has completed their part of the Unifrog placement form, an **online form will be emailed to their work experience placement contact**. Students will need to pre-warn their contact that they will receive an online form from Unifrog with a series of questions including information regarding their risk assessments and safeguarding. This form is sometimes delivered to junk inboxes so students should ask their contacts to check these.
5. Once both the student and employer have filled in their part of the Unifrog placement form, **parents/carers will be emailed** and asked to review the work experience information and risk

assessments before giving their consent to the placement. Parents/carers have the final decision on the placement going ahead.

6. An important part of the work experience process is the **Employer Reflection Form**. Following the placement, the employer will be contacted again by Unifrog and asked to evaluate the student. Students should make their work experience placement contact aware that they will receive this request.
7. Students will then be asked by Unifrog to evaluate their own experience.

Work experience can only take place for those who have completed **all** stages of the Unifrog Placement Tool. If the Student/Employer/Parent/Carer does not complete their portion of the Unifrog form, the student's absence from school will be unauthorised.

**Please note that any student who does not find a placement or who does not receive consent for the placement to go ahead will spend the two days in school.** No lessons will take place on these two days; instead, students who do not have a work placement organised and who are therefore in school will be expected to complete virtual work experience using platforms such as HOP and/or Springpod.

If there are any questions about finding a work placement, please feel free to contact us.

Kind regards,

Miss O Turner and Mrs D Gray  
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