



19 March 2026

Dear Parents / Carers,

RE: Work experience and placements using Unifrog

All students in Year 12 are going to be on work experience from **Monday 15th to Thursday 18th June 2026**. During this period there will be no classes – each day, all students will be at the workplace of their host employer or, for students who are undertaking virtual work experience, at home.

On the morning of Friday 19th June, all students will be expected to be in school to complete a Work Experience debrief and Career preparation workshop. During the afternoon, there will be an organised visit to a University and Employer Fair at the Emirates Stadium, Arsenal. You will receive a separate letter with full details of this trip in the Summer term.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students are expected to source their own work experience placements and utilise support in the form of connections through family/friends, should this be available. The sixth form pastoral team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a limited number of students.

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.

Key information:

- Students need to agree their placement with the employer **first**, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the Parents / Carers, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information, especially the contact email of their employer, about the placement accurately.**





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 '[Unifrog's Placements tool FAQs](#)', 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](#)'.

Next steps:

- Please read the placement guides on Unifrog and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account.
- We are hoping that all students will have managed to agree work experience with a potential employer by **Friday 22nd May**.

If you have any questions, contact Mrs Kelly, our 6th form administrator, in the first instance.

We wish you the best of luck with supporting your child to find a placement.

Kind regards,

Mr A Wright
Assistant Headteacher
Head of Sixth Form

