



Our Ref: CDS/jlf/Year10Workexperience

11th December 2025

Dear Parents and Carers,

Re: Year 10 WORK EXPERIENCE – MONDAY, 27th APRIL - FRIDAY 1st MAY 2026

We're excited to share that today, Thursday 11th December, we officially launched the Year 10 Work Experience Programme during assembly. We explained the importance of work experience and why it's such a fantastic opportunity for young people and have attached the presentation for your reference.

Work experience is a huge part of our Careers provision at Hayes School and supports Gatsby Benchmark 6, which highlights the importance of first-hand experiences of the workplace. Work experience helps students to grow in confidence, develop valuable life and employability skills, and build social capital, especially for those who may not already have strong networks.

This provision is also part of the DfE's 'Modern Work Experience pledge', which requires that Year 10 students are given this opportunity, and which is underpinned by the evidence pointing toward greater career readiness and motivation for study, in young people. In short, it can be a life-changing experience.

Timeframes

- Launch Thursday 11th December
- Submission on Unifrog, all parts (students placement details, employers' response, parental permission) completed by **Friday 27th February 2026**. This is the final date, but we advise you to submit earlier.
- Monday 2nd March to Thursday 26th March: School Careers Leader to complete placement safety checks and confirms placement.
- Placement to run from **Monday 27th April to Friday 1st May 2026**.

Finding a placement for approval

During the assembly, students received valuable advice that has worked for our Year 12 students and for our previous Year 10 programme (Work Shadowing). That advice suggested:

- They should use their networks, which is likely to be through friends and family.
- Any placement is valuable – the point is to gain employability skills, not to find the perfect placement which links to a potential career.
- Go and talk directly to local shops and businesses.
- Be careful to select 'safer' work environments, such as an office, or retailer, rather than a building site.



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- Remain in contact with the employer, our experience suggests that approval is delayed when an email is sent to a busy employer.

How to Submit Your Placement

During the recent Year 10 Careers Week students were asked to complete a CV using the online Unifrog CV builder. Unifrog is also where students will submit their placement details. Unifrog will be used to manage the entire work experience programme, making the process simple and straightforward for students, employers and parents/carers.

Students will log their placements under the Placements section, which will automatically send the details to the employer. The employer can then approve the placement and add all relevant information. Once this step is complete, the placement will be submitted for approval by parents/carers and then finally onto the Careers Leader. Here's a quick video showing how it all works: cdn.unifrog.org/video/hfxcu5f6a6/480.mp4

If students have forgotten their Unifrog password, they'll need to reset it via their school email (following the forgotten password links).

We recognise that securing a placement can sometimes be challenging without the right networks, and that some industries are more difficult to access than others and we have consistently had full participation within our Year 12 programme.

With the continued support of parents and carers, we can work together to ensure students secure meaningful and valuable placements. Please be assured that we will do all we can to support every student in securing a suitable placement. Students can also access support at any time by visiting the Careers Hub (upstairs in D block).

We will regularly send FAQ's or updates via Satchel One, so please keep abreast of this platform, as this will likely answer your questions.

For all enquiries, please do not hesitate to contact the Careers Leader, Carole Stewart ([cgs@hayes.bromley.sch.uk](mailto:cds@hayes.bromley.sch.uk))

Yours sincerely



Mr Hazlehurst
Assistant Headteacher



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Careers Leader



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