



Our ref: DHH/mhn/off/Yr10/ExtensionWorkExperience

27th February 2026

Dear Parent/Carer

Re: Extension to Submit Work Experience

We recognise that many of you are mid-process, so we wanted to support by offering a short extension for those who have not yet submitted to Unifrog. Students will now have up to an additional three weeks, until **Monday 23rd March**, to confirm a suitable placement.

To offer further clarity, we wanted to highlight that some parents and carers have had significant success in using family or friends, or calling local businesses. Whilst we don't hold a list of companies to pursue, we do have facility in the Careers hub where students can search online and draft emails, all with the support of Mrs Stewart.

We also understand that some companies may not be able to offer a full five-day placement. If a student can secure, for example, three days with one employer and two days with another, this will be perfectly acceptable. Two different placement forms will need to be submitted. If a second placement cannot be arranged, please still confirm the original placement, your child can attend school on the days when they are not at work experience. We are currently reviewing what the school week will look like for anyone who is unable to secure a placement; this is likely to be a blend of subject time and careers learning.

Once you have secured your placement and need to record the information onto Unifrog please follow these instructions:

1. Please log into Unifrog – <https://www.unifrog.org/student/home>
2. Your child will need to use their school email for Username and Password (this is personal to your child which they would have created).
3. If they have never logged in or forgotten their password then use the forgot password link to set up a new password. All students have school accounts.
4. When in Unifrog go to "Exploring Pathways" and to box "Placements" and click on + Add new placements



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5. Fill out the form completing all sections including the following:
 - a. Name of placement business;
 - b. Start date **27 April 2026**; End date **1 May 2026** (this will be different if your child is going for a shorter period of time);
 - c. ***Your child will need to fill in "What they are trying to get out of placement"***. They could include:
 - i. learning new skills in the workplace; working in a team setting; developing communication skills; learning to understand the different roles within the organisation;
 - ii. Your child should also think about the type of business they will be attending, making sure they say something they may want to learn there.
 - d. Email Address – ***please make sure this is accurate before submitting***
 - e. Continue filling in until the end and then click -
6. Form finished (tick the box marked "this is finished") Add placement.

We are delighted that 70% of our Year 10 students have already submitted their placement details, and we truly appreciate the time and effort that has gone into arranging these opportunities.

Thank you again for your perseverance and continued support, we know this has not been easy, and we are very grateful for your cooperation.

Yours sincerely

Mr D Hazlehurst
Assistant Headteacher

Mrs C Stewart
Careers Leader



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