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17 November 2026

Dear Parent/Carer

RE: Year 10, Work Experience 12th-16th July 2027

Work Experience is an important part of the Year 10 curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. We are very pleased that we are able to offer this opportunity to students this academic year. It will take place between **Monday 12th – Friday 16th 2027 July.** This has been extended to include Friday 16th to allow students to complete a full week of work experience.

If any students have already have a confirmed work experience please could you ask placement providers if they would be happy to extend the placement to include the Friday.

In order for students to gain valuable job-hunting skills which are so important in today's job market, we ask that all students take responsibility for planning and finding their own work experience placements. We will be guiding and supporting them to do this in PSHE lessons. We strongly advise students to contact prospective employers as soon as possible, as other schools will be participating in work experience during this period.

Once a placement has been found students should log their placement on Unifrog.org using the placements tool on the homepage. Students have been guided through this process during PSHE and form time. The following link will take you to a video that will further support students when logging their placement. cdn.unifrog.org/video/u6p771n5f6/720.mp4

We kindly ask that all placements are logged on Unifrog by **Monday 22nd February 2027,** this will give us sufficient time to ensure all placements and suitable and safe for students to attend.

Once again, we strongly advise students to find their work experience placements and complete their placement forms as early as possible in order for the placements to be processed and authorised for the student.

Please do not hesitate to get in contact if you require any assistance or further information.

Yours sincerely,

R Field

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