

October 2025

Dear Parent(s)/Carer(s),

RE: YEAR 10 WORK EXPERIENCE

Following a recent assembly to all pupils in Year 10, we are delighted to announce the return of work experience this academic year. This opportunity gives pupils valuable insights into the world of work, helping to raise aspirations, explore potential career pathways and build key employability skills for the future. It also provides a strong foundation for CV development. The slides from the assembly can be found on ShowMyHomework.

All pupils in Year 10 are going to be on work experience from **29th June – 3rd July 2026**. During this period each day all pupils will be at the workplace of their host employer. Please be aware that Friday 3rd July is an INSET day, and on this day, we expect that pupils will either attend their work placement or engage in virtual work experience activities as directed.

Pupils are expected to source their own work experience placements and if you are in a position to support your child in finding a placement through your own network of contacts, we would be most grateful. To help pupils prepare, we will be delivering a series of sessions through assemblies, our Personal Development curriculum, and dedicated drop-down days. These will cover key topics such as CV writing, approaching employers, and workplace etiquette. A pupil guide is also available to support this process. Our Year 10 SEND pupils will additionally be supported by Mrs Waters & Mrs Stretton. For pupils who are unable to secure a placement independently, our Director of Careers, Mrs Poppleton, will endeavour to provide support. However, due to limited resources, we may only be able to support a small number of pupils in this way.

We are using [Unifrog](#) 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. The deadline for securing work placements and uploading the information onto Unifrog is **27th March 2026**. Please be aware that there are a number of schools in the area undertaking work experience at similar times therefore places can be taken up quickly. We advise that placements are sourced sooner rather than later.

Some important logistics:

- Pupils need to make the initial contact with the employer and agree the placement first, then pupils will begin the process by adding the placement to their Unifrog account (the 'Placements' tool is found on their Unifrog homepage).
- The Unifrog system will then email the employer followed by the parent / guardian, and finally the school, to collect the necessary information and permissions. For the process to work, it's essential that pupils add the initial information about the placement accurately.

Please also be aware of the following:

- It is the parent(s)/carer(s)/pupils' responsibility to arrange the placement during this week as well as the start and finish times for each day.
- It is the parent(s)/carer(s)/pupils' responsibility to arrange the transport to and from the placement as well as the refreshment arrangements.
- It is not the school's responsibility to provide any personal protective equipment which may be required e.g. safety boots, overalls.
- Using the Unifrog placements tool, please ensure you inform the company of any learning/support/additional needs your child may have e.g. dyslexia, autism, dyspraxia and any medical conditions e.g. allergies, epilepsy, mobility, diabetes or any medication they are taking to enable them to make any reasonable adjustments.
- As your child is representing the school, we expect pupils to be on their best behaviour at all times and any inappropriate behaviour will be dealt with according to our usual policies and procedures.

Finding out more:

- Unifrog have created a parent/carers guide about how to find placements which you can find [here](#).
- Within this set of guides, [this](#) includes a short animation of how the whole process works.
- Next we recommend looking at [this guide for pupils](#), because it includes advice on how to find a placement & how to be successful once the placement starts.

Next steps:

- Please read the placement guides/watch the short videos on Unifrog suggested above and start contacting possible hosts for the placement. Please note that employers very much prefer the initial contact to come from the pupil showing an interest in their company rather than their parents doing it for them. Our pupils will also gain so much more from being encouraged to complete this themselves of course, with our support.
- If you have any questions, contact Mrs Poppleton, Director of Careers, at j.poppleton@chaseterraceacademy.co.uk

We wish you every success in supporting your child to secure a work experience placement. Please do make use of the helpful guides available on Unifrog, and don't hesitate to get in touch if you need any assistance from us.

Work experience will also be a key focus at our Year 10 Partnership Evening on Wednesday 19th November, starting at 6pm. I will be writing to you with further details closer to the time.

Yours faithfully,



Mrs J Poppleton
Director of Careers



Miss J Devereux
Assistant Headteacher