



13th October 2025

Our ref: LPH/hsa

Dear Parent/Carer,

Year 10 Work Experience Week: Monday 2nd - Friday 6th March 2026

All students in Year 10 are going to be on work experience from **Monday 2nd - Friday 6th March 2026**. There will be no lessons – each day all students will be at their host workplace.

Information Sessions

Students in Year 10 will have a 'Work Experience' launch assembly on **Thursday 16th October**, with further information shared in their Careers in Form Time weekly sessions.

We invite Year 10 parents and carers to attend an **online** information evening on **Tuesday 11th November** at 5.00pm. We will email a separate letter with a sign-up form and meeting link.

Aims of the Week

Work experience provides students with a crucial opportunity to trial potential career paths or work with employers. Research shows students who undertake work experience are better placed to make decisions about post-18 pathways and future careers. It provides:

- *Experience of the real world of work* - attitude and skills needed to succeed.
- *Transferable skills and personal qualities* – highly valued in the labour market.
- *Curriculum Insights* - how school subjects link to their future pathways.
- *Goal setting* – encourages informed decision-making about future careers.

We know it can be one of the most transformational experiences young people have during their education!

Self-Placement

At St Bernard's High School, we encourage our students to find their own work experience placements. We consider the search process as valuable as the experience itself.

Tips for securing a placement.

- *Be proactive* – look at company websites, LinkedIn, and social media.
- *Consider a local employer* - applying in person and living close by is helpful.
- *Consider friends and family* – this may open opportunities in your networks.
- *Persevere* - You may need to apply for several placements! Keep searching.
- *Consider practicalities* – placement location and transport arrangements may matter.
- *CV* – having a CV and cover letter to give or email can help to highlight skills.

The careers guidance and year team will do its best to find placements for any students unable to find their own, but please note we have limited resources, and typically most students are able to secure their own placements.

About the Unifrog 'Placement' Tool

This year, we are using Unifrog (www.unifrog.org) to manage the administration of work experience – for example collecting information from the employer about their Risk Assessment and Health and Safety policy, as well as getting agreement from yourselves for the placement to go ahead. All students have a Unifrog account –Mrs Phillips is available in the Careers Office if they have any issues.

Some important logistics:

- First, students must agree with the employer that the placement can go ahead during the week 2nd-6th March 2026.
- We recommend this is agreed verbally and confirmed in writing by an email with the employer (Unifrog calls them the 'placemen lead').
- Students then log into their Unifrog account. They click on the 'Placements' icon.
- Students then add specific details of the placement onto Unifrog.
- The Unifrog system will email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.
- For the process to work, **it is essential that students add the initial information about the placement accurately** (e.g. correct dates and employer email address).

Finding out more:

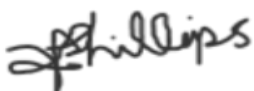
- Unifrog have created guides about placements which you can find [here](#).
- Within the guides, [this](#) is the best one to start with (it includes a short animation).
- We recommend looking at [this one](#) as it includes advice on finding placements.

Next steps:

- Please read the placement guides on Unifrog and then start contacting hosts for the placement.
- If you have any questions, contact Mrs Phillips (Careers Coordinator) via email: lph@stbernards.southend.sch.uk

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides help you.

Kind regards,



Mrs. L. Phillips
Careers Coordinator