



October 2025

Dear Parent/Carer

## Work Experience for students in Year 10

Further to the information given at Year 10 Parents' Information and Support Evening, I am writing to confirm arrangements for next summer's work experience. Work experience gives students the chance to learn about what type of job they might enjoy, and also to develop their CV; we know it can be one of the most transformational experiences young people have during their education.

All students in Year 10 will be completing work experience from **8 to 12 June 2026**. During this period there will be no classes; each day all students will be at the workplace of their host employer.

Students (and their families) should source their own work experience placements. The careers guidance team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we may only be able to help a few students.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – 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.

Some important logistics:

- Students need to agree to the placement with the employer **first**, and then they will add the placement to their Unifrog account (the Placements tool can be found on the Unifrog homepage). Students must complete the '*Student Initial Form*' on the placement tile to get the process started. Students will be shown how to do this on their ELD in November but I'm sure will appreciate the support and guidance of a parent/carers.
- Students may choose to split their placement during the week. For example two days with one employer and three days with another. In this instance the student must ensure that a '*Student Initial Form*' is completed for each individual placement with the correct dates of the work experience during the week. We will only approve a split placement between two employers, not between 3+ employers.
- The Unifrog system will then email the employer, the Parent/Carer, 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 on the '*Student Initial Form*'**. We are asking students to complete the '*Student Initial Form*' form by **Friday 27 March 2026**. We strongly advise students to complete and submit the form as soon as possible, rather than waiting until the deadline, to ensure sufficient time for follow-up and placement arrangements.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, email me at [lroberts@ashlyns.herts.sch.uk](mailto:lroberts@ashlyns.herts.sch.uk).

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

Kind regards

A handwritten signature in black ink, appearing to read 'L. Roberts', with a long horizontal flourish extending to the right.

Mr L Roberts  
Assistant Headteacher