



October 2026

Dear Parent/Carer,

All students in Year 10 are expected to secure a work experience placement from 05 – 09 July 2027. During this period there will be no lessons as all students will be offsite at the workplace of their host employer.

Work experience gives students the chance to learn about the world of work, jobs they might enjoy, and gain some experience in the workplace. We know it can be one of the most transformational experiences young people have during their education.

All students, along with family support, must source their own work experience placement. The Careers Office (room R12) can offer support if they are unable to find their own placement, but because we have limited resources, the sooner they ask for help the more we can offer.

We are using Unifrog to manage the administration of the work experience programme. The procedure is in stages:

1. Student obtains verbal or written employer confirmation of the placement and then uploads details via the Unifrog Placement Tool.
2. We obtain information from the employer about their Risk Assessment and Health & Safety policy.
3. Parental Consent emailed via Unifrog for the parent/carers to complete. **Please make sure you complete the Special needs, illnesses, etc. section as accurately and as fully as possible** – this will enable the employer to make any reasonable adjustment, if required.
4. Placement confirmed.

Some further important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placement Tool on their Unifrog homepage). Please see attached Student 'Initial Form' which gives details of the information students will need when adding the placement to their Unifrog account.
- The Unifrog system will then email the employer, the parent 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.**

Finding out more:

- Unifrog have created a guide about placements which you can find below:-
- [For Students - A guide to finding placements](#)



The Purbeck School

Achieving Excellence Together

Worgret Road ♦ Wareham ♦ BH20 4PF

Telephone: 01929 550077

Email: office@purbeck.wessex.ac

Web address: www.purbeck.wessex.ac

Adam Darley, Headteacher

How to support your child finding a work experience placement:-

It is the student's choice where they would like to work, and this can be anywhere in the country provided you are happy and can make the necessary arrangements for them to travel/stay as needed. Parents/students need to approach employers to enquire about work experience opportunities by calling in person and asking, emailing or telephoning.

If you have any questions at all please do not hesitate to contact **Maria Beale, Work Experience Coordinator**, mbeale@purbeck.wessex.ac

Yours faithfully

Ms L West
Assistant Headteacher

Maria Beale
Work Experience Coordinator



COMPANY NO: 07677838
REGISTERED IN ENGLAND AND WALES

Kindness, Aspiration and Perseverance

