



October 2025

Dear Parent/Carer,

All students, in Year 10, will be going on work experience for the week 6th -10th July 2026. During this period, there will be no lessons as all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, gain some experience in the workplace, develop new skills and confidence to be in the adult, working world. We know it can be one of the most transformational experiences young people have during their education.

It is expected that students should source their own work experience placements. It is their choice where they would like to work; this can be anywhere in the country providing you are happy and can make arrangements for them to travel/stay as needed. Students/parents can approach any company to enquire about work experience opportunities by calling in, telephoning or emailing.

Next week, student will have an assembly on the work experience process, including why work experience is important and how to make the most of this opportunity.

We are using Unifrog (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 & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

The process:

1. Students/parents to contact employers to ask if they would be willing to offer a work experience placement 06 – 10 July 2026.
2. If a company agrees, students need to add the required information to Unifrog. (Company name, address, telephone no. email address and name of person agreeing to the placement) Please see attached Student Initial Form for information required.
3. Unifrog generates consent form for employer to complete. Once employer has completed this Parental Consent is generated and sent to parent/carers to complete if they agree to the placement.
4. The school checks all the information and authorises the placement.

Some 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 Placements tool on their Unifrog homepage).
- 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's essential that students add the initial information about the placement accurately.**



- This year we are work experience week falls at the same time as another local secondary school. We strongly recommend that students are proactive in researching and contacting placements to ensure that they receive their first choice.

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).
- Please read the placement guides on Unifrog, and then start contacting possible employers for the placement
- If you have any questions or need any help in sourcing a placement, please contact **Maria Beale**, Work Experience Coordinator, mbeale@purbeck.wessex.ac

Yours faithfully

Carly Watson
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Work Experienced Coordinator