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· ACHIEVING SUCCESS TOGETHER ·

Our ref: MMY.DLY.workexperience

21 January 2026

Dear Families

All students in Year 10 are going to be on work experience from Monday 11 to Friday 15 May 2026. For all those students who find a placement in this period there will be no classes, each day 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, and develop their CV. We know from experience that it can be one of the most transformational experiences for young people.

Students (and their families) should **source their own work experience placements. The deadline for placements to be found is Wednesday 1 April 2026.** The careers team and your child's PSHE teacher will do their best to help students contact potential employers about placements, however, the expectation is that students have at least tried to find a placement before seeking support, we have limited resources, so will only be able to help a small number of students.

Any students who are **unable to find a placement are expected to be in school as usual** for the full week, and any student who fails to attend school that week will be marked as an unauthorised absence.

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, Insurance, and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead. **All emails regarding work experience will therefore come from Unifrog and not the school's email system, so please check your spam folders once your child has confirmed that they have submitted their placement details on Unifrog.**

Key information:

- 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/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. Do not forget all emails will be coming from Unifrog and not the school email system.**



Kingfisher Schools Trust

Registered address: Prospect House, Little Money Road, Loddon Business Park, Loddon, Norfolk. NR14 6JD

Registered company number: 07682294

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Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find [here](#).
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[Unifrog's Placements tool FAQs](#)', where you'll find a short animation that explains the process
- For advice on how to help your child find a placement, take a look at the guide '[How to help your child find a work placement](#)'.

Next steps:

- Please read the placement guides on Unifrog and then start contacting possible employers for the placement.
- If you have any questions, contact Mrs Mylrea, Careers Support Officer on m.mylrea@stowhigh.com

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

Kind regards

Mr West
Careers Lead

Mrs Uttridge and
Subject Lead for Business Studies

Mrs Mylrea
Careers Support Officer



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