

## School contacts

Name	Role	Location	Email
Mrs Mylea (MMY)	Careers Support Officer	Careers Centre 2 <sup>nd</sup> Floor (opposite 2.03)	<a href="mailto:m.myrea@stowhigh.com">m.myrea@stowhigh.com</a>
Mrs Utteridge (HUT)	Business Lead	Room 2.21	<a href="mailto:h.utteridge@stowhigh.com">h.utteridge@stowhigh.com</a>
Mr West (TWE)	Assistant Headteacher and Careers Lead	Assistant Headteachers Office, 2 <sup>nd</sup> Floor	<a href="mailto:t.west@stowhigh.com">t.west@stowhigh.com</a>

## Work experience process and timeframe 2026

Date	Item	Responsibility
8 <sup>th</sup> December 2025	Introduction of Year 10 work experience programme – Assembly	HUT/MMY
16 <sup>th</sup> December – 16 <sup>th</sup> January 2026	Students have work experience preparation in their PSHE Lessons in December 2025 and January 2026.  Students identify and contact employers of interest.  Work Placement confirmed by employer.  Work Experience application form completed on Unifrog.  Copy of Employers Liability Insurance Certificate obtained from the employer.  <b>Application completed on Unifrog by 1<sup>st</sup> April 2026</b>	HUT  Students Families  Employer  Students  MMY  All
<b>1<sup>st</sup> April 2026</b>	<b>Application deadline Wednesday 1<sup>st</sup> April 2026</b>	<b>Students Families</b>
April 2026	Work Placement confirmed	MMY
11 <sup>th</sup> 15 <sup>th</sup> May 2026	Work Experience Week 1	Students
May 2026	Work Experience debrief: Thank you letters Reflection and Learning Outcomes Evaluation and feedback	HUT