

School contacts

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

Work experience process and timeframe 2026

Date	Item	Responsibility
8 th December 2025	Introduction of Year 10 work experience programme – Assembly	HUT/MMY
16 th December – 16 th 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. Application completed on Unifrog by 1st April 2026	HUT Students Families Employer Students MMY All
1 st April 2026	Application deadline Wednesday 1st April 2026	Students Families
April 2026	Work Placement confirmed	MMY
11 th – 15 th May 2026	Work Experience Week 1	Students
May 2026	Work Experience debrief: Thank you letters Reflection and Learning Outcomes Evaluation and feedback	HUT