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October 2026

Dear Parent/Carer,

Year 10 Work Experience Placement (Wex) – July 2027

All Year 10 students are expected to arrange and complete a one-week work experience placement in July 2027. The available placement weeks are:

- Monday 12 July to Friday 16 July 2027 (Enrichment Week – preferred option)
- Monday 5 July to Friday 9 July 2027 (alternative option for students who are away on an enrichment trip, or where placement availability requires this)

As staff are allocated to enrichment activities during the week commencing 12 July, there will be no timetabled lessons in school. Therefore, it is strongly preferred that students undertake their work experience placement during Enrichment Week (12-16 July 2027).
However, due to the increasing demand for placement opportunities, we have extended the work experience window to include the preceding week. This provides greater flexibility and increases the likelihood of students securing a placement that matches their interests and aspirations.
Students who complete their placement during the alternative week (5-9 July 2027) will be expected to work remotely from home during Enrichment Week to catch up on any schoolwork missed while attending their placement.

Why Work Experience Matters
Work experience provides students with a valuable opportunity to:

- Explore careers and industries that interest them.
- Develop essential employability skills such as communication, teamwork, resilience, organisation and time management.
- Gain an insight into workplace expectations and professional behaviors.
- Build confidence and independence.
- Make more informed decisions about future education, training and career pathways.

For many young people, work experience is one of the most impactful and informative career-related activities they undertake during their school years.

Finding a Placement
Please note that students and their families are responsible for sourcing their own placement. However, extensive support, information and guidance will be provided throughout the year via:

- PSHEE Lessons
- Tutor sessions
- The Year 10 Google Classroom
- The school website
- Unifrog resources and guidance

Using Unifrog
We use Unifrog (www.unifrog.org) to manage the administration and approval process for work experience placements. The platform collects essential information from employers, including insurance and health and safety documentation, and manages the approval process involving parents/carers and the school.

Important Information
1. Students must first secure agreement from an employer before entering placement details into their Unifrog account.
2. The Placements tool can be found on the Unifrog homepage, alongside a range of helpful support materials.
3. Once the placement has been entered, Unifrog will automatically contact the employer, parent/carer and the school's Work Experience Coordinator to collect the necessary information and permissions.
4. It is essential that students enter accurate contact details when registering their placement, as incorrect information may delay or prevent approval.

Further Support and Guidance
- Unifrog have created a set of guides to support you find a placement, which can be found Here.
- Within this set of guides, Here is the best one to start with (it includes a short animation of how the whole process works).
- Next, we recommend looking Here because it includes advice on how to find a placement.
- Year 10 Google Classroom and ACS Website for latest Wex opportunities and information.

Next Steps
- Check that your child can access their Unifrog account using their school email address.
- Review the placement guidance available through Unifrog and the school website.
- Begin researching and contacting employers as soon as possible.
- Once a placement is agreed, ensure the placement is fully registered on Unifrog.

Please note: placements that are not registered and approved through Unifrog cannot be authorised by the school (unless agreed with the Wex coordinator)

Start Early
We strongly encourage students to begin searching for placements now. Opportunities can be highly competitive, and popular placements often fill quickly. Early applications provide the best chance of securing a meaningful placement.
Finally, please remember that any work experience is better than no work experience. The primary aim is for students to experience a professional working environment, develop transferable skills and gain a greater understanding of the world of work.
We wish all students every success in finding a suitable placement and encourage families to make full use of the support available through Unifrog, Google Classroom and the school website.

Yours sincerely

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