

January 2026

Dear Parents and Carers

Nottingham Road,
Ashby-de-la-Zouch
Leicestershire
LE65 1DT
Tel: 01530 413748
Email: admin@ashbyschool.org.uk
Headteacher: Dr J Mellor

Your young person may have already informed you that a Work Experience launch took place during an assembly towards the end of last term.

Work Experience is a new initiative for Ashby Sixth Form this year and provides an exciting and valuable opportunity for students to gain first-hand experience in an area of interest. This experience will help support their future education, training, and career aspirations.

As this is our first year running the programme, the school's existing employer contacts are limited. We do, however, have access to a small database of companies via the UniFrog platform, which has been used by other schools and colleges within a 30-mile radius. Students are welcome to speak with the Placement Co-ordinator to check whether there are opportunities available in their chosen sector.

We appreciate that securing work experience can be challenging and may require considerable time and effort from students. Any support you are able to offer through family, friends, or workplace contacts would be greatly appreciated.

Please note that the deadline for students to arrange and confirm their work experience placement is the **23rd February 2026**.

All placements must be logged through UniFrog, a system students are already familiar with. The process requires:

- The student to email the employer via UniFrog
- Parent/carer approval (this will be sent to you by email from UniFrog)
- Final approval from the school Placement Co-ordinator

Work Experience will take place during UniFrog's Work Experience Week, from the **29th June to the 3rd July**. During this week, Year 12 students will be off timetable. Students who have not secured a placement will be required to attend school and will either complete virtual work experience through UniFrog or take part in work-experience-related activities on site.

We have attached a Frequently Asked Questions document which may answer any queries you or your child may have. If you require any further clarification, please do not hesitate to contact the Sixth Form team.

Kind regards,
The Sixth Form Team

