

Subject: Year 10 Work Experience Programme

Tuesday 9th – Thursday 11th June 2026

Dear Parent/Carer,

We are delighted to announce an exciting opportunity for all Year 10 students: a **three-day compulsory work experience programme** taking place from **Tuesday 9th to Thursday 11th June 2026**.

Work experience is a vital part of Careers Education. It allows students to:

- Explore potential career paths
- Gain first-hand insight into the workplace
- Develop confidence, communication skills, and independence

This is one of the most impactful career-related opportunities your child will have during their school life, so completion is essential.

Finding a Placement

To make this possible, we ask for your support in helping your child secure a placement. Students are responsible for finding their own placement, which encourages independence and ensures they choose an area that interests them.

How to start:

- Speak to relatives, friends, or contacts who are self-employed or work in organisations
- Approach local businesses and charities directly
- Check our **Careers Hub** on the school website for guidance and resources (please note: this will to be updated over the next couple of weeks)

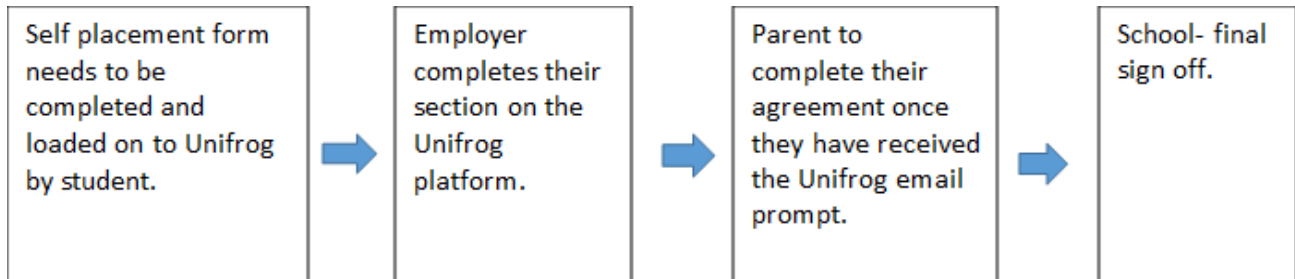
<https://www.ashbyschool.org.uk/students/careers-hub/work-experience/>

Please note:

- If your child has any medical needs, please inform the employer so they can make necessary adjustments to their policies
- Some self-employed individuals may not have Employers' Liability Insurance. If they wish to offer a placement, they will need to obtain this insurance

Support and Resources

- Each student will have access to an **instruction pack on the student shared area**
- Additional guidance is available on our website under the **Careers Hub** tab, in the work experience area (link above)
- We will use the **Unifrog platform** to manage placements. Your child will receive full instructions during assemblies, Personal Development lessons, and CREW time.
- Please find a brief overview of the Unifrog process below:



Next Steps

Please find the link for the Unifrog **Work Experience Self-Placement Form**. This form must be completed with details from the chosen employer and then uploaded to Unifrog. Without this information, the placement cannot be confirmed by us. Please only complete this form once a work experience placement has been confirmed by the employer.

<https://www.unifrog.org/student/placement/initial/0>

Key deadlines:

- **Friday 17th April 2026** – your child's placement must be agreed with the employer and uploaded to Unifrog. This allows time for the employer to complete their forms.
- We can only guarantee work experience for placements submitted by this date as to ensure all administrative checks can be completed.
- Late submissions may not be processed in time.

If a Placement Cannot Be Secured

If your child is unable to undertake a work experience placement, please inform us with the reason as soon as possible. In this case, your child will attend school as normal and follow a bespoke timetable that will include a virtual work experience.

Need Help?

If you have concerns about finding or accessing a placement, please contact us as soon as possible. Our careers adviser can provide some support where needed.

For any queries, please email us at workexperience@ashbyschool.org.uk

Thank you for your support in making this valuable experience possible for our students.

Yours sincerely,
The Careers Team
Ashby School