

Dear Parent/Carer,

**Re: Extension of Deadline - Year 10 Work Experience Programme – 9th–11th June 2026**

As you are already aware, all Year 10 students will have the opportunity to partake in a three-day compulsory work experience programme, from Tuesday 9th to Thursday 11th June 2026.

**We have now made the decision to extend the deadline to apply, to Friday 29<sup>th</sup> May.** This is because we have so many students who are really keen, and some of the employers who are being slower to complete the forms. This will also give students the half-term to finalise their arrangements.,

It is vitally important that your child has found their placement and uploaded all of the forms onto Unifrog **by Friday 29<sup>th</sup> May 2026**. Therefore, we strongly advise that that your child has found and secured their placement by the half-term, in order to allow for the time it takes for the forms to be completed and processed on Unifrog.

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 attendance is essential.

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

For any queries, please email us at [workexperience@ashbyschool.org.uk](mailto:workexperience@ashbyschool.org.uk)

Thank you for your support in making this valuable experience possible for our students. In the meantime, we have attached a reminder of advice to support in finding a work placement – and don't forget that there is **plenty of information and guidance on the school website, in the Careers Hub tab**.

Yours sincerely,  
The Careers Team  
**Ashby School**

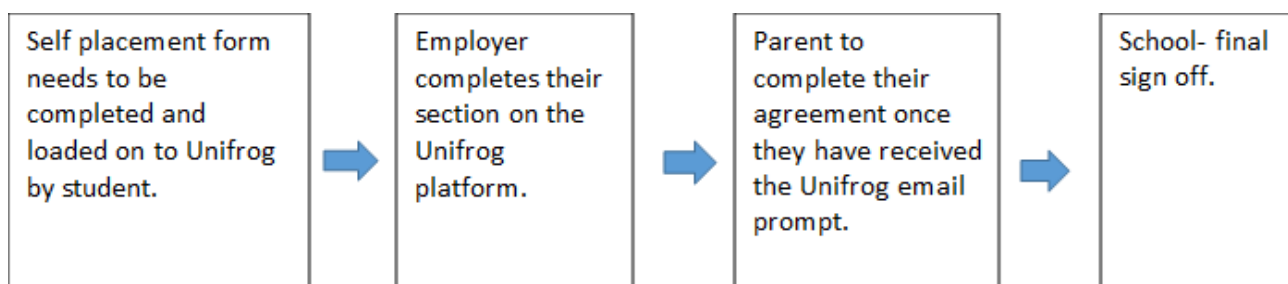
## Finding a Placement

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

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



Please note:

- If your child has any medical needs, 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.

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## 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
- 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:

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## Next Steps

Attached to this letter is a **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.

### **Key deadlines:**

- **Friday 29<sup>th</sup> May** – 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.
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**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 programme.

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