

Dear Parent/Carer,

### **Year 10 Work Experience Week: Monday 2<sup>nd</sup> - Friday 6<sup>th</sup> March 2026**

As you are aware, our Year 10 students will take part in their work experience from 2nd–6th March 2026. Many students now have their placements secured and fully approved on Unifrog. For any students still seeking advice with securing a placement, ongoing support is available via drop-ins at the Careers Office.

The deadline to upload placements to Unifrog is **2<sup>nd</sup> February 2026**.

#### **About the Unifrog 'Placement' Tool**

Students will use their Unifrog accounts ([www.unifrog.org](http://www.unifrog.org)) to manage work experience. As outlined in the slides below, students arrange their 2–6 March 2026 placements with employers first. They then enter details in Unifrog, which collects the necessary permissions.

#### **Next Steps**

We provide students with a Work Experience booklet to use in their 'Careers in Form Time' sessions to prepare for their placement. They will learn how to set meaningful placement goals, what to expect, proper behaviour, Health and Safety, and who to contact with concerns. We assign students a link member of staff who will undertake a check-in by telephoning employers during the week to support safeguarding. Following the placement, we ask employers, parent/carers, and students to provide feedback on the experience.

#### **Finding out more:**

- Unifrog Slides: [Unifrog placements tool - parents evening slides.pptx](#)
- St. Bernard's Parent/Carer Slides: [Y10 Work Experience Slides 2026](#)

If you have any questions, please do reach out to Mrs Phillips (Careers Coordinator) via email: [lph@stbernards.southend.sch.uk](mailto:lph@stbernards.southend.sch.uk)

Kind regards,



Mrs. L. Phillips  
Careers Coordinator