The Weald
community school
and sixth form

23 November 2026

Dear Parent/Carer,

Year 10 Work Experience 2027 and Parent Launch Event Invitation, Thursday 3 December 2026, 5.30 – 6.00pm

Please read the following parent letter for information about our Year 10 Work Experience Programme and an invitation to join us virtually for our Year 10 Work Experience Parent Launch on Thursday 3 December 2026, from 5.30 to 6.00pm.

As part of our careers programme at The Weald School, students are expected to undertake five days of work experience in Year 10. For the 2026/2027 academic year, this will be from **Monday 28 June to Friday 2nd July 2027** ***('ACE Week')***.

We are aware that, owing to government funding cutbacks, several schools are withdrawing their work experience programmes. However, at The Weald, we aim to continue these because we recognise that students benefit from work experience in a number of ways. This can include:

- Enhancing their knowledge of the demands and expectations of working life
- Preparing for the world of work, including developing their employability skills
- Granting an insight into the competencies *(e.g. knowledge, skills, and qualities)* required for particular jobs, industries, and employers, and how their studies are relevant towards developing these
- Providing an opportunity to experience success in a workplace environment *(and outside of the classroom)*
- Enabling opportunities for professional, personal, and social development, including self-reflection and evaluation of performance and learning
- Equipping them with work experience and a potential referee for their CV and future education, training, and employment applications
- Allowing them to try a vocational preference to support realistic and informed post-18 decision making

Health and Safety

The Health and Safety Executive (HSE) advises that work experience placement providers have primary responsibility for the health and safety of students whilst on placement. Under health and safety law, students should be treated as employees, with appropriate measures in place to avoid or minimise risks. This includes carrying out suitable risk assessments and taking account of the student's age, experience and any specific risks associated with the workplace.

As an education provider, The Weald School is also required to take reasonable steps to satisfy itself that employers are meeting their health and safety responsibilities. For this reason, all Year 10 work experience placements must receive approval from The Weald before they can go ahead. This requires students, parents/carers and employers to complete their respective sections of the

Unifrog Placement form by **Friday 23 April 2027**. Failure to complete all sections by this deadline may mean that students are unable to attend their placement.

Unifrog Placement Form Processing Charge
An administration fee of £5.00 per work experience placement is payable to cover the processing and review of Unifrog placement forms. Payment will be requested via ParentPay and must be made by Monday 22nd February 2027. For students in receipt of Pupil Premium (PPG), this fee will be waived.

Work Experience Policy
We ask that students, parents, and carers read the School's work experience policy on our website, paying particular attention to the section titled 'responsibilities', as this explains the duties and expectations of each party about the running of the Year 10 Work Experience Programme.

Sourcing a Placement
Students are expected to independently source their Year 10 work experience placement, with support and guidance from the school where needed. We believe this approach not only helps students secure placements that are meaningful and relevant to their interests, but also develops valuable employability skills, including initiative, communication and confidence.

With the deadline for completing Steps 1–3 of the Unifrog Placement Form (student, employer and parent/carer sections) set for **Friday 23 April 2027**, we strongly encourage your child to begin researching and contacting potential employers as soon as possible. Work experience opportunities can be highly sought after within the local community, and many placements are secured months in advance. Starting early will give your child the best chance of securing a placement that interests them.

The Year 10 Work Experience page of The Weald's Careers Site includes advice and resources for finding a placement, including our Community Work Experience Database, template and example work experience request letters and emails, and the guide for students, employers, and parents/carers on how to complete and submit a Unifrog placement form.

Lastly, please find below the link to join the virtual work experience launch meeting on **Thursday 3 December 2026 from 5.30 – 6.00pm.**

Please click here to access the link to the Year 10 Work Experience Parent Launch Virtual Meeting

Yours faithfully,



Ms D Goodlad
Careers Coordinator