

22 March 2024

Dear Parent/Carer,

Year 10 Work Experience Reminder – March 2024

Thank you for your continued efforts in supporting your Year 10 child with arranging their in person work experience placement during Year 10 Work Experience Week (1 July -5 July 2024).

This letter is a polite reminder of our Monday 25 March Unifrog placements form deadline. Thank you to those students, employers and parents who have completed this already.

Parents and students are reminded that it is the responsibility of the student to source and secure their own work experience placements as per previous years. We do not have the provision in school to source placements for students. All students are expected to be in a work environment during this dedicated work experience week and no students will be in school.

Parents and carers are welcome to host their child(ren) at their own workplace during Year 10 Work Experience Week. This arrangement would also require completing a Unifrog placement form.

Equally, we are happy to consider two placements to fill the five days total across the week, which would require the completion and approval of a Unifrog placement form for each placement (i.e., two Unifrog placement forms in total). For example:

- Placement one: Monday, Tuesday, and Wednesday
- Placement two: Thursday and Friday

Students cannot start a work experience placement until they have received School permission to do so via the associated Unifrog placements form. When School permission has been given for a placement, the student, employer, and nominated parent/carers all receive a confirmation email.

Our processing of Unifrog placement forms incurs an administrative charge of £5.00, which we have requested from you via ParentPay. Students in receipt of the Pupil Premium Grant (PPG) will have the costs of processing their Unifrog placements form waived.

If you have any questions about our Year 10 Work Experience Programme, please email me via kobrien@theweald.org.uk.

Yours faithfully,



Miss K O'Brien
Careers Manager