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4th November 2026

Dear Parent/Carer

Work experience and placements using Unifrog

All pupils in Year 10 are going to be on work experience from 24th-28th May 2027. In this period, there will be no classes – each day, all pupils will be at the workplace of their host employer.

Work experience gives pupils the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Pupils (and their families) should source their own work experience placements. The careers guidance team will do their best to find placements for any pupils who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few pupils.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Key information:

- Pupils need to agree their placement with the employer **first**, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / caregiver, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that pupils add the initial information about the placement accurately**.

Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find here.
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guides 'Unifrog's Placements tool FAQs' and 'What a parent needs to know about Unifrog's Placements tool for organising work experience'.
- For advice on how to help your child find a placement, take a look at the guide 'How to help your child find a work placement'.

Next steps:

- Please read the placement guides on Unifrog and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account.

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A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at http://www.greenwoodacademies.org

- The careers team will be holding an assembly for Year 10 and a parent's evening to discuss any questions pupils or parents have.

If you have any questions in the meantime, contact Mrs Ryder Wolf at mford@westonfavellacademy.org.

We wish you the best of luck with supporting your child to find a placement.

Yours sincerely



Melissa Ryder Wolf
Careers Lead

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