

Stalham High School

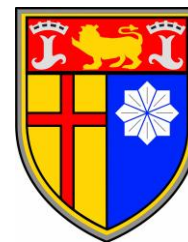
Brumstead Road, Stalham, Norfolk, NR12 9DG

Head of School: Mr L. McMahon

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Date: October 2025

Ref: AD/ej

Dear Employer

Stalham High School Year 10 Work Experience 2026

Thank you for agreeing to take our student on work experience during the week of 29th June to 3rd July 2026.

We know that this will be an important experience for our young people. It is our ambition that the work placement will make a significant difference to the motivations and aspirations of our students, whatever their circumstances. There is good evidence that a work experience placement can have a huge impact on a pupil's understanding of the realities of work such as expected behaviour and the functions of a workplace, as well as providing first-hand experience of the skills and personal qualities required in that sector.

We hope that working together to offer such placements will bring mutual benefits to your workplace, the opportunity to influence a potential future workforce and engage positively with the local community.

We are using Unifrog to manage work experience placements. This means that there is no paper form for you to fill in now. Instead, you will receive an email, from Unifrog, requesting further information. On the reverse of this letter you will see a list of what you will be asked to confirm/provide on Unifrog in order for the placement to proceed.

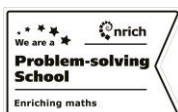
Should you have any difficulty using Unifrog or have any questions or concerns at this stage, please don't hesitate to contact me directly.

Yours faithfully

Mrs A Davison

Assistant Headteacher

Head of KS4 and Careers Lead



INSPIRE, EDUCATE AND EMPOWER

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Employers will need to complete the following information via the Unifrog online platform:

- Placement business/organisation [name]
- Placement lead person name
- Lead person email address
- Telephone number
- Start and end dates
- Time commitment
- Number of employees
- Placement address
- Placement postcode
- Where the student will be based throughout the placement (some work placements involve students travelling to different locations)
- If the employer has hosted a work experience student before
- Which languages the student needs to be able to speak
- To provide an overview of the placement
- If the student is likely to be on their own with only one adult for a significant period of time.
 - And if so, to confirm they can ensure that said adults are not barred from working with children (we can arrange checks for employers if required)
- To confirm the placement and its environment do not carry any risks additional to a typical low risk workplace
 - And if so, to explain what the risks are and how they will be mitigated
- Dress code
- If PPE or special safety equipment is required
 - And if so, what is required and how it will be provided
- Working hours
- Eating/refreshment arrangements
- Upload a copy of Employers Liability Insurance
 - If the employer is a sole trader, and therefore have no ELI, the school will only approve placements where the child will be working with a direct family member.
- Confirm the organisation has a Fire Risk Assessment
- Upload a copy of an appropriate Risk Assessment
 - If the employer has less than 5 employees they do not need to provide a *written* risk assessment, but must confirm a risk assessment has been completed. In this case the school will approve a placement with a direct family member without a written risk assessment. The school will consider other placements without a written RA depending on whether they have hosted before and the nature of the placement.
- Upload a copy of a Health & Safety policy
 - If the employer has less than 5 employees they do not need to provide a *written* policy, but must confirm a H&S policy exists. In this case the school will approve a placement with a direct family member without a written policy. The school will consider other placements without a written policy depending on whether they have hosted before and the nature of the placement.
- Agree to abide by data protection and privacy law
- Agree follow the safeguarding policy