



Introduction to Work Experience

Monday 29th June to Friday 3rd July 2026

What is work experience?



Unpaid
opportunity



Supervised work



Spending time
outside the
classroom



Learning about a
job or an area of
work

- ALL Year 10 Students will be expected to participate in work experience
- There will be no lessons during this week

What did parents and carers say about work experience last year?

"I am really proud of the way that J has approached his week of work experience. He has shown confidence and independence by using public transport to get to A and seems to have really enjoyed his week. It is lovely to hear that they would offer J a job in the future should he decide to work in the motor trade."

"The week has been a really good experience for J; as well as a big eye opener- although school is a sort of preparation for work, it does not really demonstrate the extent to which 'work' can be quite exhausting - especially if on your feet all day. This is something for J to think about. In the round, J really enjoyed being around cars... and this certainly fulfilled that itch and gave him food for thought about his future ambitions."

"K ... had researched where he would like to go before the dates were announced, and as soon as they were, he applied. He threw himself into the experience with great attitude, gaining mutual respect with the other staff. Ending the week, them asking if he would be interested in voluntary work. Unfortunately, with his other commitments he as outside school this isn't possible, but great to be appreciated. Great work K."

"I have seen a massive change in her self-confidence throughout the whole work experience. She has been pushed to do things outside of her comfort zone and this has developed her social skills no end...I believe this has been an excellent experience for J, especially as it was hands on all the time."

"Z thoroughly enjoyed her work experience. She has come home every night telling me what she has done.... I believe this week has been a good experience and something she will benefit from for future life..."

Self-generated Placements

- Students reach out to the community themselves to find a placement
- Helps students to think about what employers might be looking for, and how to present themselves
- Approaching employers is part of the experience as it prepares them for future employment



Finding the Perfect Placement

- ✓ Something they are interested in
- ✓ Something they know little about
- ✓ Somewhere they can get involved
- ✓ Ask friends and family
- ✓ Be organised, self-motivated and act quickly!

Things to avoid

-  Working for a business/company that parents/carers **own**
-  Somewhere they already work
-  A place where the law will mean they are limited
-  A place in a different county
-  Somewhere they will find difficult to get to
-  A school that they went to

All work placements will be subject to a health and safety check and must provide their Employer Liability Insurance details, and a copy of their Risk Assessment before they can be approved. The school work together with Parents and the Employer to approve and agree all placements.


RICHARDSON'S
BOATING HOLIDAYS
— IN THE BROADS NATIONAL PARK —



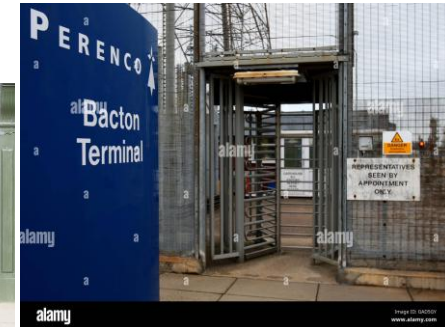
City of Norwich
AVIATION
MUSEUM



AVIVA



PREMIER FLIGHT TRAINING LTD.
01603 400527



What is the process?



Students explore their personal networks, connections and interests.



Students make direct contact with employers and ask about a work experience placement for the week of 29th June to 3rd July 2026.



When the employer agrees, the student adds the placement to Unifrog.



Unifrog will contact the employer to collect essential information about the suitability of the placement.



After the employer has completed their information, Unifrog will contact parent/carer to collect your permission.



After the parent has given permission, I will review all the information and decide if the school can approve the placement.

Employer Requirements:

- Employers Liability Insurance (if the employer is a sole trader, and therefore has no ELI, the school will only approve placements where the child will be working with a direct family member)
- Fire Risk Assessment
- Risk Assessment
- Health & Safety Policy
- Safeguarding:
 - Data protection & privacy law
 - Follow safeguarding policy
 - If working with only one adult must confirm adult is not barred from working with children.



How to make first contact

1. Check their details
2. Plan the right time
3. Plan what you are going to say
4. Start by saying ***"hello"*** and then introduce yourself
"My name is Claire Smith and I am a student at Stalham High School"
5. Ask for the right person to speak to about work experience ***"Is there someone I could speak to about work experience please?"***
6. Explain
 - You are in Year 10 and are asking if they would take you for a week's work experience
 - Give the dates: 29th June to 3rd July 2026
 - Say why you are interested in working with that employer
 - Finish by saying you are grateful for any help they can give you.
7. Listen carefully!

How to email

1. Write a formal email from your school account
2. Choose a suitable subject heading such as "work experience enquiry"
3. Start with a formal greeting/the name of the company/a contact's name
4. Introduce yourself as a student at Stalham High School and explain that you are in Year 10 and are asking if they might take you for a week's work experience
5. Give the dates: 29th June to 3rd July 2026
6. Say why you are interested in working with that employer
7. Finish by saying you are grateful for any help they can give you.

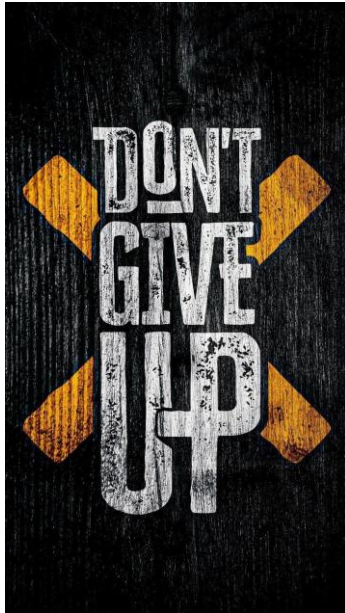
Responding

Make sure you reply to all responses, and if you get no response, follow it up with another phone call or email.

- If they say no, reply and say thank you anyway.

- If they say yes, explain that you will need to take their details and then they will need to complete some forms on Unifrog, which will be sent by email.

Be polite.... even
if they can't
accept you



What is Unifrog?



Unifrog is an online careers platform used by over half of the secondary schools and colleges in the UK. The platform has various tools to help students research careers and future pathways, draft CVs and personal statements, and manage work experience.

Every student has their own log in.

Year 10s have logged on to Unifrog in tutor time.

Using the Unifrog Placements tool



Unifrog's Placements tool helps schools, students, parents and employers with the admin behind work experience.

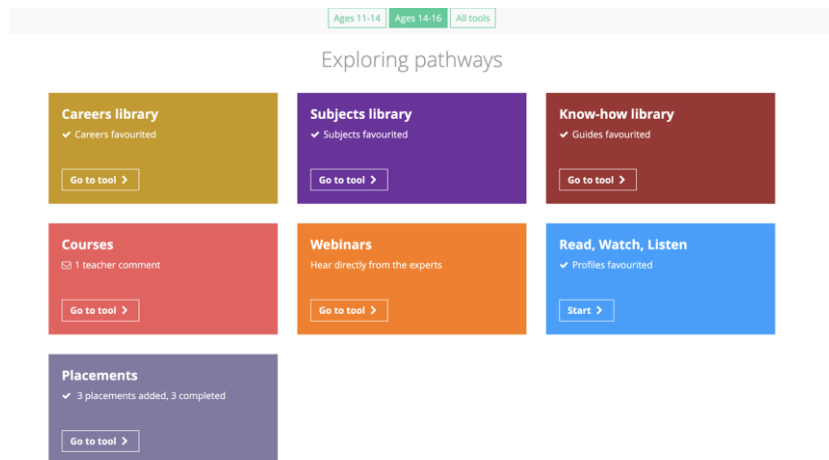
More than 1000 schools use this tool to organise work experience, and 90,000+ placements have been processed through the tool.

Using the Unifrog Placements tool



if students have forgotten log in details, they can reset this from the login page, and should enter their school email address.

After the student has informally agreed a placement, they will need to log into their Unifrog profiles to log the Placement. [Here's](#) what happens next.



Next steps

Students

Log into Unifrog via a welcome email in school once logins are ready.

Source a placement, then log the information on Unifrog.



Parents/Carers

Support your child to source a placement. Encourage them to log it on Unifrog.

Look out for an email from Unifrog once the student and the employer have completed their forms.



When	What
October/November 2025	Students begin to prepare for Work Experience by learning about the World of Work in tutor time and RSS lessons
3rd October 2025	Students log in to Unifrog in tutor time (10N on 6/10/25)
8th October 2025	Year 10 Work Experience Information Evening for Parents/Carers.
10th October 2025	Year 10 Work Experience launch assembly.
7th November 2025	Year 10 shown how to add a placement to Unifrog.
October to December 2025	Please support your child to research potential placements, explore personal connections and approach employers.
19th December 2025	Deadline for students to find a placement and add it to Unifrog.
	Employer, Parents and then school complete the sections of Unifrog
May Half Term 2026	Please support your child to complete “skills” and “expectations” section of Work Experience Journal.
8th to 19th June 2026	Please support your child to phone or visit placement 1 – 2 weeks before to confirm arrangements
29th June to 3rd July	Work Experience Week. All students are expected to be out on placement. Please support your child to complete their daily diary and to reflect on their experiences at the end of the week. Please complete the Parent Comment section at the back of their Journal
17th July 2026	Deadline for students to hand in completed Work Experience Journal and to complete evaluation.

Students Needing More Support...

- Deadline to add a placement to Unifrog is 19th December 2026
- Email me –adavison@stalhamhigh.org.uk
- Career adviser support
- SEND department support





Stalham High School

Year 10

WORK Journal
EXPERIENCE

Student Name:

Work Experience Journal

In placement check-ins



Thank you for coming this evening

If you would like to ask any questions, please feel free to speak to me!