

Year 10 Work Experience



Year 10 work experience 2027

Wednesday 19 May - Friday 21 May
2027

NOT NEGOTIABLE

Opportunity to
experience how work
is different to school /
relevance of school

Find out what you
don't want to do – this
is just as important

Trial a
potential
future
career



Inspiration

Reference

Be treated as an
adult – extra
responsibilities

Contact with employers/
employees with a range
of work experiences

Which placement?

what you do on a placement is more important than **where** you do it.

How to get a placement

- Use contacts within family, friends and neighbours
- You could use the same place you may have been to on Take your child to work day or a work shadow day, but might be good to get a different experience, or ask if you can go in different departments?
- Look at an industry or sector you are interested in.
- Look and ask at local businesses, shops, offices, schools. For example in Bourne, there are lots of businesses down Cherry Holt Rd, business parks in Market Deeping and Peterborough.
- It doesn't have to be local. Many of our year 12s stay with family friends/relatives so that they can go to work experience in a different area. If you can sort the transport and logistics out, we did have students travelling all over the place for the work shadow days.

How to get a placement

- Think of your network family, friends, neighbours.
- Use yell.com to get ideas
- Contact by email or phone.
- You will probably have to apply for several placements
- Make sure your application is professional – spelling and grammar, formal English. First impressions count.
- Priority now is to organise your placement

Dear Sir/Madam [or name],

I am a year 10 student from Bourne Grammar School. I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for one week from Wednesday 19 May –Friday 21 May 2027.

I am currently studying GCSEs and my favourite subjects are [subjects]. I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be considered for an opportunity at [company name].

If you are able to offer me a place, our School uses Unifrog software to process the administration relating to work experience; if you are able to let me know if you are able to offer me a place I will arrange for you to receive a form which asks you to confirm the details of the placement and answer a few basic health and safety questions.

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

Once got a placement – next steps - Unifrog

- Unifrog platform will act as a go between the employer, the school and yourself
- It will do all the checks for us like checking the company has insurance
- It will keep a record of who's going where
- Once agreed all placements need to be logged on Unifrog

3 forms

1. Student form – completed by you!



2. Employer form – details of the placement including health and safety



3. Parent form – to give their consent



School gives permission

Unifrog placement tool

- Students – you need to make sure you are familiar with Unifrog , and know **your own school email address** in order to logon.
- Will put some links on school website
- Unifrog video cdn.unifrog.org/video/hfxcu5f6a6/720.mp4

Key deadlines

All forms- student, employer and parent to be completed by Tuesday 23 March 2027.

It sounds a long time away but it really isn't!

What happens next:

- Letter to your parents
- Drop-in to forms over the next 2 weeks
- Start looking for a placement – YOU CANNOT LEAVE THIS UNTIL THE LAST MINUTE
- Any questions?
- **There is a dedicated work experience email box:**
Y10WorkExperience@bourne-grammar.lincs.sch.uk