



Year 10 Work Experience Information Booklet

Wednesday 19 May - Friday 21 May 2027

WORK EXPERIENCE PLACEMENT GUIDANCE

How to find a work placement

- Ask your child to list some career areas which interest them
- Look for related local placements
- Speak to/visit the placement with your child before they apply.
- Encourage your child to draft a work experience letter and give it in to their prospective employer

How to ensure that your child's placement is appropriate and safe

It is your responsibility to ensure that your child's placement is safe and appropriate. We encourage you to visit and speak to your child's placement in advance. Questions you may ask could include where your child will be working and what they will be doing.

Unsuitable Work Placements	1. No Fixed location For example, • Tradespeople, visiting multiple addresses • Home carers, visiting multiple addresses 2. Solo Working Solo working with just one employee, unless an immediate family member (confirmation of this would be required in writing) Please note: this does not mean the student working 1:1 with an employee whilst there are others in the vicinity, it means placements where the student would be working alone with just one other adult, that is not a family member. 3. Establishments Offering Cosmetic Procedures • Beauty salons offering fillers or Botox • Tanning salons • Tattoo shops 4. Employers without Employers Liability Insurance Employers must have a current valid Employers Liability Insurance
Travel Arrangements	• You will be responsible for your young person's travel arrangements to and from their placement. Please consider this when choosing a placement. Placements do not necessarily have to be local. Some of our Year 12 students stay with relatives/family friends in other areas of the country to access a wider range of opportunities.
Lunch breaks	• As part of the Work Experience Agreement form, you will be asked if you give consent for your young person to leave the placement premises at lunchtime. • Depending on the employer, they may or may not have food storage or preparation equipment on site in a staff room, canteen or similar.

Absences	• During placement Bourne Grammar School must be aware of each person's location each day. • Therefore, if your young person is absent from their placement for any reason, please call the school absence line to report this as usual, in addition to contacting the employer to inform them as well. • Employers will also report any absence to us.
Individual needs	• Please ensure that employers are aware of any medical need your child may have and that your child has their medication with them • If you need further advice from the school regarding your child's specific needs, please do get in touch.

FAQs

Does the school provide work experience placements?

No. Students are expected to source their own placements, with support from parents/carers. The school provides guidance, resources and approval checks.

Can a family member provide a placement?

Yes, as long as:

- The placement offers meaningful work experience
- Appropriate supervision is in place
- The placement meets safeguarding and health and safety requirements.
- All placements must still be submitted and approved via Unifrog.

What if we are struggling to find a placement?

This is common. We encourage students to:

- Start early
- Contact local businesses in person or by email
- Use family, friends and community contacts

Is work experience compulsory?

Yes. Work experience is an expected part of the Year 10 curriculum.

Can the work experience dates be changed?

No. All placements must take place **19-21 May 2027**

Are virtual or online work experience placements allowed?

No. Virtual or online work experience placements are not accepted as part of the Year 10 work experience programme. While virtual experiences can be valuable for career exploration, the purpose of this programme is for students to gain in-person workplace experience, develop professional behaviours, and build practical employability skills in a real working environment.

What if the employer does not complete their part of the information on Unifrog?

If an employer has not completed their section, students should politely follow up with the employer, as they may have missed the request. Parents/carers can support this if needed.

If there is still no response, students should inform the school rather than continue chasing. Placements cannot be approved without this information, and an alternative placement may be required.

GUIDE TO USING UNIFROG

Students need to agree to the placement with the employer first, and then students will get the ball rolling by adding the placement to their Unifrog account.

The Unifrog system will then email the employer, the parent/guardian, and the school to collect the necessary information and permissions. For the process to work, it's essential that the students add the initial information about the placement accurately. The student, employer and parent form need to be completed by **Tuesday 23 March 2027**.

All placements must be logged on Unifrog to allow the school to authorise the placement. Any students who go on work experience without this having taken place will be marked with an unauthorised absence.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides this is the best one to start with (it includes a short animation of how the whole process works).
- Next, we recommend looking at How to help your child find a work placement: Unifrog Placement Guides, because it includes advice on how to find a placement.

A step-by-step guide to logging a placement on Unifrog can be found below.

How to use the Unifrog placement tool

This guide explains how students should submit their work experience placement details using Unifrog. Once submitted, the school will review the placement to ensure it meets safeguarding and health and safety requirements.

Before submitting a placement on Unifrog, please ensure that:

The employer has **agreed** to host your child for the work experience week.

You have the employer's contact details, including:

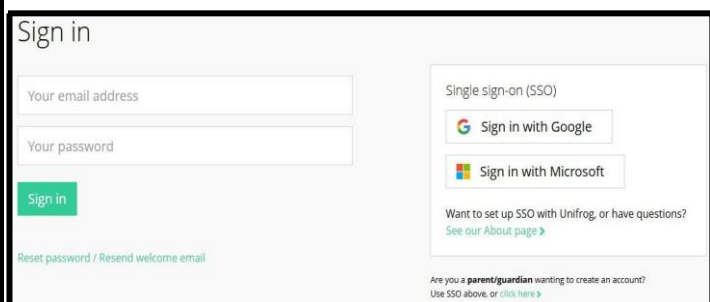
- Organisation name
- Address
- Main contact name
- Email address
- Telephone number

The placement will take place 19-21 May 2027.

How to log your placement

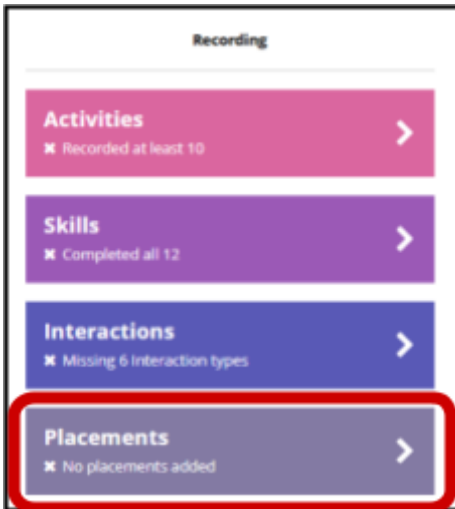
1. Log into [Unifrog](#)

Students should log into Unifrog using their school email address



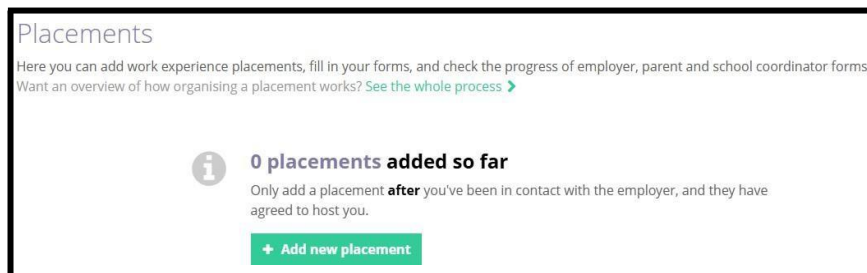
2. Go to the Placements Tool

From the Unifrog homepage, students should select the Placements tool.



3. Add a New Placement

Click “Add new placement”



4. Complete the initial student form. Fill in all details of the employer placement

A screenshot of the 'Student initial form' page, which is the first step of a two-step process. The page title is 'Student initial form' and it says 'You're adding a Student initial form for a placement'. It includes instructions to fill in information carefully and tick 'finished' at the bottom. A note specifies that the form is for future placements. Below this, there are links for 'Placement in the past', 'Work experience webinar / course / presentation', 'Job', and 'Workplace visit'. A dropdown menu asks 'Already agreed with the employer?' with the selected option 'Yes, I have agreed it with the employer'. A final instruction says to agree the placement with the employer before adding it to the tool. The section is titled 'Basic details'.

You will need the following information to fill out this section:

- Name of the business & Employer contact information
- Logistical information - how you will get there
- Brief summary of what you intend to get out of the experience
- Dates 19-21 May 2027
- Please ensure you select 'Yr 10 Coordinator' as placement coordinator

5. After submission

Once submitted, this will generate an email for your employer to fill in. Please politely inform the employer so we are able to get more information about the placement.

An example of a complete placement can be found below:

① Student initial form	Completed on 11 January 2026	more ▼
② Employer initial form	Completed on 12 January 2026	more ▼
③ Parent / Guardian agreement	Completed on 12 January 2026	more ▼
④ Permission	Completed on 2 June 2026	more ▼

Information on Unifrog parent accounts

What information about their child can a parent see?

Here is the information about their child that a parent can see:

BASIC INFORMATION:

Student name, last login, form name, class teachers

UNIFROG USAGE INFORMATION:

The things parents **can** see are designed to help a parent have useful conversations with their child, in particular regarding what opportunities are open to their child. Here's what a parent can see:

- **Placements**

- *If they are the parent added for a specific placement (i.e. on the student initial form):* They can see the status of and review the information added by their child, and by the employer, in the forms completed before the placement takes place (the student initial form and the Employer initial form).
- *If they are not the parent added for a placement:* They can see the status of, but cannot open, the before-placement forms.
- *Regardless of whether they are the named parent for a placement:* They can see the status of, but cannot open, the during placement forms (the check-in forms, and the logbook), and the post-placement forms (the employer review form, and the student reflection form).

- **Latest interactions**

A summary of interactions added for the child by their teachers.

Next tasks

The next three tasks that the platform suggests the student does on Unifrog. For example, depending on what a student has done so far on the platform, a student's next task might be to start drafting their CV/Resumé. A parent cannot see the tasks their child has already completed.

- **Unfinished actions**

Things their child has started to do on Unifrog but hasn't finished yet. The parent might be able to see, for example, 'Personal statement: Min character count not reached', or 'UK universities shortlist: not saved yet'. A parent can't click in to see more about the actions - for example, they can't see their child's draft statement, or what programmes are in their child's unsaved shortlist.

- **Upcoming events**

The names and timings of up to three upcoming Unifrog webinars and fairs that their child could attend. Parents cannot see whether or not their child has signed up to events.

Can a parent see information about the other parent?

On Unifrog each student has two fields for parent details. If both are filled by the student's school, when a parent is looking at their child's profile, they can see: the name of the other parent, whether the other parent is signed up to notifications, and the last time the other parent logged in. They cannot see the other parent's email address.

AN EMAIL TEMPLATE THAT YOU CAN USE TO CONTACT EMPLOYERS:

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 GCSE's 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 have 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