

15 October 2026

Dear Parents/Carers,

Re: Work Experience week, Monday 22 March – Thursday 25 March 2027

All pupils in Year 10 are going to be on work experience from **Monday 22 March – Thursday 25 March 2027**.

During work experience, pupils will be at the workplace of their host employer, not in school. On Thursday 25 March we have an INSET day, this means that Year 10 will miss fewer lessons, however they should still attend their work placement.

Pupils (and their families) should source their own work experience placements. Our Careers Team and I will do our 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.

Some important logistics:

- Pupils need to agree the placement with the employer **first**, and then pupils will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carer, 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**.

Finding out more:

- This first link takes you to the Unifrog platform and is a video explaining [use of the Unifrog placement tool](#)
- Then, we recommend this guidance on [how to find a placement](#)

Next steps: Please read the placement guides on Unifrog and then start contacting possible hosts for the placement.

If you have any questions, contact Mr Hurley, at p.hurley@westgate.hants.sch.uk. We wish you the best of luck with supporting your child to find a work experience placement.

Kind regards,

Mr P Hurley
Assistant Headteacher – Careers and Post-16 Lead