



25<sup>th</sup> September 2025

Dear Parents/Carers,

As part of National Careers Week in March 2026, all students in Year 10 will have the opportunity to attend a work experience placement for the following 3 days:

- Wednesday 4<sup>th</sup> March
- Tuesday 5<sup>th</sup> March
- Friday 6<sup>th</sup> March

For these 3 days, students will need to organise a work experience placement and would attend the workplace of their host employer. Any student not able to organise a placement would need to attend school as normal.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) **will need to source their own work experience placements.**

Over the next few weeks, I will be talking to Year 10 in assembly about work experience and tutors will be following this up with discussions during form time. I want to give our students plenty of time to discuss with their families where they would like to go for their work experience and have the time to approach employers.

The deadline for students to let us know the final details of their chosen work placement, will be the **7<sup>th</sup> January 2026.**

We are using the Unifrog platform ([www.unifrog.org](http://www.unifrog.org)) to manage our work experience programme.

Some important points to consider:

- Students should start thinking about the type of placement they would like to organise now.
- Students will be shown the information they need to upload to Unifrog in preparation for their placement.
- The deadline for uploading their work experience information to Unifrog will be on **7<sup>th</sup> January 2026**
- Students who do not manage to secure a work experience placement will attend school as normal for their lessons.
- Please encourage and support your child to approach placements themselves.

- Students need to agree the placement with the employer **first**, and then students will add the placement to their Unifrog account (they will find the Placements tool on their Unifrog homepage).
- 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 is essential that students add the initial information about the placement accurately.**

Finding out more details:

- 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 steps:

- Please read the placement guides on Unifrog, and then start supporting your child with contacting possible hosts for the placement
- If you have any questions, contact our Head of Careers, Maggie Brunt via [mbrunt@gms.bucks.sch.uk](mailto:mbrunt@gms.bucks.sch.uk) or me via [npendlebury@gms.bucks.sch.uk](mailto:npendlebury@gms.bucks.sch.uk)

Yours sincerely,

Mrs Nicky Pendlebury  
Director of Learning for Year 10