



10 February 2025

Dear Parent/Carer

Year 10 Work Experience - 30th June to 4th July 2025

A vital part of your child's career and aspiration development is the opportunity to take part in a one-week live work experience placement.

To gain the most from their work experience opportunity, we ask that students source their own placement. Students may find it useful to use the February half term and the Easter break to contact relevant employers. Students will be expected to complete a full week of work experience and adopt the working hours set out by the company.

Once your child's placement has been confirmed with their employer of choice, students then need to use the Unifrog platform, via the student's login (school email address and then password of their choice) and click the 'Placements' tile to submit the relevant documentation.

For the placement to be approved by the Academy, the employer must have certain documents in place, and upload them onto the Unifrog platform as requested:

- Certificate of Employer Liability Insurance.
- Health and Safety Policy (identifying the safety of the young person in the workplace).
- Risk Assessment Policy (covering the young person in the workplace).

Deadline for the completed documentation is Monday 5th May 2025.

The following Unifrog links, on the students Unifrog account, will provide you and your child with more information regarding the process, documentation and necessary permissions:

[A guide to placements/ work experience:](#)

[How to use the Unifrog placements tool:](#)

[A 5 minute video for students on how to add a placement:](#)

Please note, without all of the relevant completed paperwork, your child will not be permitted to attend their work experience placement and will remain in lessons within the Academy during this allocated week.



Should you have any concerns or queries regarding your child's work experience opportunity then please do not hesitate to contact me at Julia.Rogers@thistleyhoughacademy.org.uk

Yours sincerely

J Rogers

J Rogers
Director of Knowledge Connected & Careers Lead