

December 2025

Dear Parent/Carer,

**Year 10 Work Experience 2026**

Your child will be taking part in a one-week work experience during the **week beginning Monday 29<sup>th</sup> June 2025**. We believe that work experience is an important part of our students' development. Not only does it give students an insight into the world of work, but their placements may also help them focus upon specific career paths and potential routes to them.

As with previous years, work experience placements are organised directly by students and their families.

We strongly advise students to find their work experience placement as soon as possible in order to avoid disappointment as many schools in the local area tend to have work experience around the same time. We appreciate some students may find it difficult to find a placement and we will support them as much as possible.

This year we are using Unifrog placement tool for the administration of the Work Experience. Students have had an assembly explaining this and will be having a workshop to help them in the new year.

To help with this process, students should complete the form on the back of this letter by **Friday 27<sup>th</sup> February 2025**.

Accompanying this letter is a help sheet explaining how students need to log their placement on UniFrog. This is an important step as students will not be able to go on their placement without this online process being completed.

If you have any questions regarding Work Experience at Cliff Park or work within a company that would be able to offer our students a placements, please do not hesitate to contact me via email ([ssorrento@cliffparkoa.co.uk](mailto:ssorrento@cliffparkoa.co.uk)).

Yours faithfully



Mr Sorrento  
Vice Principal

### Work Experience information

This information is required to fill out the initial form on the Unifrog Placement Tool. Please complete this form and transfer the information to Unifrog by Friday 27<sup>th</sup> February 2026.

Placement start date: Monday 29<sup>th</sup> June 2026

Placement end date: Friday 3<sup>rd</sup> July 2026

Your name: \_\_\_\_\_ Form: \_\_\_\_\_

Name of Business/Organisation: \_\_\_\_\_

Business/Organisation phone number: \_\_\_\_\_

Employer placement lead name: \_\_\_\_\_

Lead name's email address: \_\_\_\_\_

*(it is very important that we have the email as Unifrog needs to send confirmation to them)*

Placement Address: \_\_\_\_\_

Is this where you will spend all of your placement: YES / NO

Will you live at home as normal during the placement? YES / NO

How will you travel to the placement? \_\_\_\_\_

Parent / guardian name: \_\_\_\_\_

Parent/ guardian email address: \_\_\_\_\_

It is important that your chosen placement has agreed to take you during the correct week. They need to sign off your online form before you have permission to go on Work Experience.

Make sure the details above are correct.