

**Our Ref:** AKB/wex/y10-2026

05 January 2026

Dear Parent/Guardian

Re: Year 10 Work Experience – 13-17 July 2026

Work experience gives students the chance to discover what kind of job they might enjoy in the future, whilst also building valuable skills they can include on their CV. We know it can be one of the most transformational experiences young people have during their education.

In Year 10, all students will have the opportunity to participate in work experience at the end of the summer term from Monday, 13 July – Friday, 17 July 2026. During this period normal lessons will not take place, students will instead report to the workplace of their host employer.

Responsibility for sourcing work experience placements lies primarily with students and their parents/carers. While the careers team and form tutors will provide guidance and support, limited resources mean that it is not possible to place all students. Students are therefore expected to use their own initiative, with support from parents/carers, to secure appropriate placements.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme eg. 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:

- Students need to agree the placement with the employer **first**. They then need to 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:

- Unifrog have created a set of guides about placements which you can find [here](#).
- All resources will also be downloaded onto our website on the Work Experience page. <https://www.oldburywells.com/student-information/work-experience>.

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Next steps:

- Please read the placement guides on Unifrog and then start contacting possible hosts for the placement.
- If you have any questions, please do not hesitate to contact Mr Cowburn, Head of Year 10 at terry.cowburn@oldburywells.com or Mrs Bishell, Assistant Headteacher at april.bishell@oldburywells.com.

We wish you the best of luck with supporting your child to find a placement and please remember to make use of Unifrog's guides to help you.

Yours faithfully



Terry Cowburn
Head of Year 10



April Bishell
Assistant Headteacher