



# Urmston Grammar School

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October 2025

Dear Parent/Carer

## Year 12 Work Experience Programme – 29<sup>th</sup> June – 3<sup>rd</sup> July 2026

I am pleased to inform you that, between 29<sup>th</sup> June and 3<sup>rd</sup> July 2026, all the current Year 12 students will take part in one week's work experience. We will be using **Unifrog**, our new careers platform to organise and manage the administration of this 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. Please ensure your child has set up their account and that you also have parent access – all details for this were sent out earlier this term.

### What is work experience?

Work experience is when the student spends time in an adult working environment carrying out tasks and duties more or less as an employee, but with the emphasis on learning about the world of work. The placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the world of work and an opportunity to develop skills for the future. This provides an excellent chance for students to discover the world of work for themselves and to increase their confidence and skills as they move forward with their future plans. Work experience can be one of the most transformational experiences young people have during their education.

### How do students get work experience?

Students, with the help of parents and school, need to organise their own placements. This is not only the best way to ensure they have a suitable placement but it will give them invaluable experience of how to apply for jobs in the future. Year 12 have had an assembly on this today and will be emailed a guide on how to search for placements. We will also be arranging drop in sessions in school to support students that need help.

- 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 we recommend looking at [this one](#), because it includes advice on how to find a placement.

We advise that students should begin approaching employers and trying to find a self-placement as soon as possible. They will be in competition with students from other schools and colleges who may also be undertaking work experience during that week and places get taken very early. All the relevant forms must be completed no later than **2nd March 2026**.



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### What to do once an offer of a placement has been secured?

Once they have an offer of work experience confirmed by an employer, the following process must be followed:

- Students add the placement to their Unifrog account (the Placements tool can be found 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.**

If students wish to go on work experience but do not feel they will be able to find a suitable self-placement, they need to speak to me as soon as possible and we will do what we can to support them in finding a placement.

If you have any further queries about the work experience programme please do not hesitate to contact me at [nkinder@urmstongrammar.org.uk](mailto:nkinder@urmstongrammar.org.uk)

We hope that your son/daughter is looking forward to this exciting opportunity.

Yours faithfully

**Mrs N Kinder**  
Head of Careers