



Urmston Grammar School

18 June 2026

Year 10 Work Experience Programme – 22nd – 26th June 2026

Dear Parent/Carer

I am writing with the final information regarding your child's work experience which has also been covered with students in an assembly today.

If students have an authorised work experience placement, they can find all the important details that they need including address, hours of work, supervisor contact details etc. on their Unifrog account.

They should all by now have contacted their listed supervisor to introduce themselves, ask any questions they have and confirm the arrangements for their first day. Please ensure they have done this otherwise they will be at risk of losing their placement. Please also remind students to check their emails as some have had important information shared with them that they need to action before their first day.

Students have also been issued with a Work Experience Record Book today. Throughout the placement they can complete the tasks in the booklet and the daily record. This will also be a useful reference for them in the future when they need to refer to their work experience for FE and job applications.

At the end of the placement the employer will be asked to complete a report on the student and their conduct and participation during the placement. This will be available on their Unifrog account.

Should your child become ill during the week, and they are unable to attend the placement you must contact both the school and the placement provider before 8.30am (or the relevant placement start time if this is earlier).

Every student on an authorised placement will be allocated a staff supervisor - this member of staff will make contact with the provider during the placement to check how things are going and to request a visit to see the student at the placement where possible. Where this is not possible, the teacher will try to speak to both the employer and the student over the phone.

If your child is on a work placement that has not been authorised, they will be issued with the same documents but will not be allocated a staff supervisor as their experience is not part of the school programme and the placement has not undergone the necessary checks.

Finally, if the placement involves any days where your child will be working from home instead of at the placement address, please can you email in your consent for this.

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Headteacher: Mr T Kennedy-Fowler

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If you have any further queries please do not hesitate to contact me either by phone at school or at nkinder@urmstongrammar.org.uk

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

Yours sincerely

Mrs N Kinder
Head of Careers