



We Make A Difference

**Headteacher**  
*Kam Grewal-Joy*  
**Deputy Headteacher**  
*Tamsin Woodward*LCO/SGI  
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Dear Parent/Carer,

**RE: Year 10 Work Experience**All Year 10 students will be taking part in work experience for one week from **7th – 11th July 2025**.

Work experience gives students the chance to learn about the types of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education. We have launched work experience with students this month and will be offering further support on how to find work experience placements and how to prepare for work experience throughout the year.

Students should source their own work experience placements with the support of parents/carers and the careers team at school. For further information and ideas for placements, please see the Work Experience webpage under the Curriculum > Careers section of the school website. Students are asked to finalise their work experience placement **by 28<sup>th</sup> March 2025**, wherever possible, in order for all necessary checks and permissions to be finalised in good time.

We use [www.unifrog.org](http://www.unifrog.org) to manage the administration of the work experience programme. This includes collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting parental consent for the placement to go ahead.

Some important logistics:

- Students first need to confirm the placement with the employer.
- Students then need to add the placement to their Unifrog 'placements' tool.
- The Unifrog system will then email the employer, the parent/carers, and the school, to collect the necessary information and permissions. For the process to work, it's essential that students add the initial information about the placement accurately.
- If the employer is a sole trader, we will need to check they hold the correct insurance before the placement can proceed – this can only be waived if the employer is their parent.

Next steps:

- Unifrog have created a set of guides about placements which you can find [here](#). Please encourage your child to view these, and then start contacting possible employers.
- If your child has forgotten their Unifrog log-in, please go to [www.unifrog.org/sign-in](http://www.unifrog.org/sign-in), select *reset password* and use their school email address.
- Students can access support at the after-school 'Careers Drop-In'.
- If you have any questions, contact the Careers Team at school: [careers@meadowhead.sheffield.sch.uk](mailto:careers@meadowhead.sheffield.sch.uk)

Yours faithfully,

Leighton Collins  
Careers Leader