



We Make A Difference

Headteacher
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Deputy Headteacher
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September 2025

Dear Parent/Carer,

RE: Year 10 Work ExperienceYear 10 students will be taking part in work experience for one week from **6th – 10th July 2026**.

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 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 27th March 2026**, where possible, in order for all necessary checks and permissions to be finalised in good time.

We use 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.
- **If the employer is a sole trader, we will need to check they hold the ELI 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, select *reset password* and use their school email address.
- Students can access support at the after-school 'Careers Drop-In'. Thursdays in L10.
- If you have any questions, contact the Careers Team at school: careers@meadowhead.sheffield.sch.uk

Yours faithfully,

Leighton Collins
Careers Leader