



12th February 2026

Dear Parent/Carer,

Year 10 Work Experience is scheduled to take place from **2–6 March**. Students have been prepared through assemblies, tutor guidance, Unifrog resources, and additional support. Separate communication will be provided for those participating in the in-school programme.

To support students before, during, and after the placement, they will be provided with a paper copy of the **Unifrog Work Experience Journal** after half-term. I attached a digital copy here should you wish to support them with their preparation: [Work experience journal digital workbook PDF.pdf](#)

How should my young person prepare for their placement?

Students are asked to research their placement and confirm arrangements with their employer by 23rd February by email or telephone. They must make a note of the school phone number, and employer name and number in their journal (they could also store these on their phones). They should check their working hours and review their travel and lunch plans. In case of absence the student must inform both the employer and school by 8:30am. They must remember to bring all essential items, including their Unifrog Work Experience Journal.

How will my young person be supported during their placement?

Each student will have a teacher mentor who will conduct at least one telephone or email check-in with the employer, which will be recorded on Unifrog. We will also share a Microsoft Feedback Form with the student for them to complete by the middle of the placement. Students are asked to email or telephone me via the school office as soon as possible with any concerns.

Employer Feedback and Follow-Up:

Employers will be asked to give feedback on students' skills and attributes, such as punctuality and reliability; attitude; communication; problem-solving; teamwork; independence and skills developed. This will be recorded on Unifrog and shared with the student. We ask all students to send a thank-you email to the employer. They will then spend time reflecting on their placement using their Journal in our Careers in Form Time sessions.

For questions, please contact me via email (lph@stbernards.southend.sch.uk) or you may call the school office on 01702 343583.

Kind regards,

Mrs. L. Phillips

Careers Coordinator