

April 2026

Dear Parent/Carer,

During the week of **28<sup>th</sup> September – 2<sup>nd</sup> October 2026** students in Year 11 will have the opportunity to complete a **5-day work experience** placement with a local organisation. The key aim of work experience is to give students a broader view of the world of work and of the skills and attitudes involved.

**Please ensure you read this information carefully**, so you can support your child to obtain a suitable work experience placement.

In PSHE lessons, starting the week beginning 11<sup>th</sup> May, students will be introduced to the work experience programme and will start to find their own placement. The application process is an important learning journey for students; how to make phone calls and letters of application will all be covered in these lessons. Students do need a lot of support from home to ensure they find a suitable placement and to work through the application process well ahead of the placement taking place.

We use the Placements Tool on Unifrog to administer the placements. This is an online platform which all students are familiar with and have a log-in for. The Placements Tool enables students, employers, and parents/carers to complete different forms to provide information about placement arrangements and give consent. These are all required for school to confirm the placement can go ahead.

Please find an information video from Unifrog on the school website, in the work experience section.  
<https://www.unifrog.org/placement/help/what-parents-need-to-know-about-the-placements-forms>

The [Work Experience](#) section on the school website also contains supporting information and documents to help you in the process of applying for placements.

It is important to check your e-mails regularly for updates and reminders – please also check your junk mailbox as the e-mails may get diverted to that instead.

**Students will only be able to attend a placement on completion of the Placements Tool process and the Placement Co-ordinator at school has confirmed the placement can go ahead.**

I strongly advise that placements are arranged as soon as possible and follow the timeline below to give us the best chance of confirming the placement.

### Timeline for Work Experience programme

Week beginning 11 <sup>th</sup> May	Work Experience programme introduced in PSHE lessons and students start to find their own placement.
11 <sup>th</sup> May – 23 <sup>rd</sup> July	Students to upload initial form onto Unifrog Placements Tool, employer forms completed, parental permissions completed.
11 <sup>th</sup> May - 23 <sup>rd</sup> July	Placement Co-ordinator to authorise all placements who meet the criteria (all forms completed on Placements Tool, employer has uploaded details of employer's liability insurance and risk assessments).
Summer holidays	No placements can be authorised during this time.
September	Any outstanding placements will be authorised up until the deadline below.
Monday 21 <sup>st</sup> September	Absolute deadline for placements being authorised. No placements can be authorised after this date to give enough time for arrangements for Work Experience week to be finalised.

Regular reminders about Work Experience will be sent out through ParentPay and our social media channels to ensure students are given the best chance at securing a placement but please be aware that a placement will not be able to go ahead if we have not been able to check and authorise this before Monday 21<sup>st</sup> September. Where this is the case, students will remain in school during the work experience week.

If you have any enquiries about the Work Experience programme then please do not hesitate to contact the careers team by emailing [careers.ed@littleover.derby.sch.uk](mailto:careers.ed@littleover.derby.sch.uk).

Yours sincerely,

*The Careers Team*