



Headteacher: Mr D Reeve BSc (Hons)

November 2025

claire.jonas@tbshs.org

Dear Parent/Carer,

Work Experience: 8th-12th June 2026

I am writing to inform you of the dates and procedures relating to the Year 10 Work Experience that takes place next year, **8th-12th June 2026**.

Work Experience is of huge and significant importance; the increasing and high cost of University means that each year, more and more of our students are choosing alternatives and Work Experience could prove invaluable in helping them - its importance should not be under-estimated. Work Experience gives CVs a competitive edge; students can see for themselves the realities of the world of work outside the comfortable and familiar environment of school and evidence shows that it raises confidence in their abilities - as well as renews their motivation to achieve at school.

This year – and for the first time – we are using *Unifrog* (www.unifrog.org) to manage the administration of the work experience programme. *Unifrog* is an online careers platform and is used by over half of the secondary schools and colleges in the UK. It has various tools to help students research careers and future pathways, draft CVs and personal statements - and manage work experience. Every student now has a *Unifrog* account which can be accessed by using the Microsoft Sign-In button on the *Unifrog* website (**see later**).

Finding A Placement

A CV is helpful to an employer and I would suggest your son write several letters to several employers. Although there are examples of CVs etc on the internet, I attach examples of both but feel free to adapt/change.

Please note: Students are not permitted to work with Sole Traders

Please ensure that the proposed employer has in-date Public Liability and Employer's Liability Insurance

Next:

Once your son has found a placement, he will begin to use the ***Unifrog Placement Tool***, and 'manage' his own work experience. **Please note, the Placement Tools is *not* a searchable database of placements.** Information required by the tool will be, for example, collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Important:

- Students need to agree the placement with an employer **first**, then log into their *Unifrog* profile to add details of the Placement to their account.
- The *Unifrog* system will then email the employer, parents/guardians and the school to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**

Continued

2.

To access Unifrog account:

Go to <https://www.unifrog.org/sign-in>

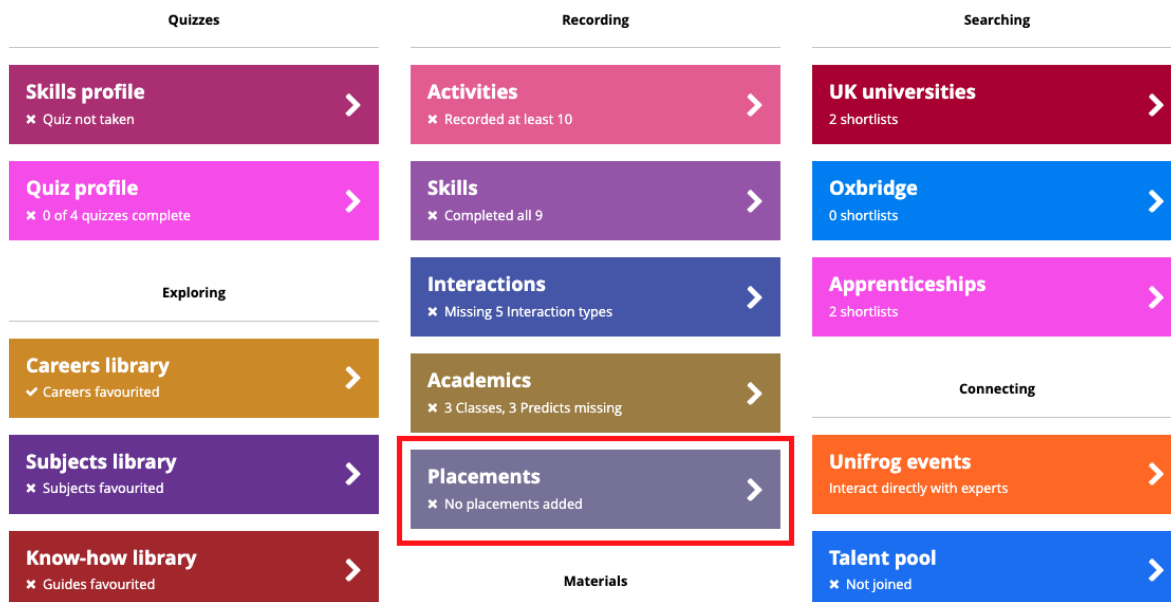
See 'Microsoft Sign-In' on the right hand side of the screen.

Click this, enter your school email address and password.

You should now be within the Unifrog site.

Once Logged into Unifrog account:

Once the student is logged into his Unifrog account, scroll down on the homepage until they see the placements tool, which is in the middle 'Recording' column/section - see screenshot below.



To see a 'Help' video on how to add a work experience placement, please [open this link](#)

Students will learn more about the Work Experience Programme at an online information and Q & A session for parents/carers on **Wednesday 12th November at 6pm**. [Click here](#) for the Teams invite link.

In the meantime, students can start to research and secure a work experience placement. The deadline for securing work experience and completing your Unifrog employer form is **Friday 6th February 2026**.

The overwhelming response from both students and employers is that Work Experience is extremely worthwhile, rewarding and fulfilling, I hope your son rises to the challenge!

Kind regards.

Yours sincerely,

Claire Jonas
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Key Points:

Work Experience dates: 8th-12th June 2026
Single person (Sole Trader) employer not permissible
Employers to hold valid Public Employer's and Public Liability Insurance
Friday 6th Feb = deadline for completing Unifrog

**Curriculum Vitae
of
Johnny My-Name**

Personal Details

Date of Birth: 23rd January 2011
Address: 44, Any Row Cottages, Bishop's Stortford, Hertfordshire CM23 4SH
Phone: 08591 741842 Email: johnnymyname@gmail.com

Personal Statement

I'm a responsible Year 10 student and attend The Bishops Stortford High School etc etc etc etc

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.....

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Education

September 2022 - present: The Bishops Stortford High School, Bishops Stortford, Herts
Working towards XXX GCSEs in Maths, English Language and Literature, French, Chemistry, Physics etc

Year 10: Member of A Team rugby squad, member of School Choir, School Debating Team
Year 9: Athletics Competition winner, member of A Team rugby squad,
Autumn Term: Endeavour Award, Summer Term: Unsung Hero Award
Year 8: Athletics competition winner, House Captain, Member of A Team rugby squad
Year 7: Member of B Team rugby squad

Predicted Grades:

Maths 7, English Literature 6, English Language 5 etc etc

6th Form & Beyond:

School 6th Form then university to study/apprenticeship in OR XXX College to studyXXX

Other Qualifications:

Scout Gold Award, ABRSM Grade 5 Piano, Swimming Distance XXX etc

Hobbies & Interests:

Due to start Duke of Edinburgh Bronze Award in XXX.
Football: I have played for XXXXXXXX team for XXXX years
I also enjoy Computer Games, Music, Scouts, Air Cadets and I volunteer at XXXXXXX etc
I have an occasional, paid, babysitting job

Referees:

Dr A Coke-Woods – Head of Year 10, The Bishops Stortford High School
Mr D Redican – Form Teacher, The Bishops Stortford High School **Insert correct tutor name!**

***The above is just an example – feel free to adapt !
There are lots of other layouts & examples available on the internet***

***This letter is just an example – do put into your own words if you prefer
Employers particularly like hand written letters, but typed letters are fine too***

**Your address here
on the right
of the page
including your postcode
home tel
and mobile number
or put in the middle if you prefer**

Date goes here

**Name of who you are writing to here
their job title goes here
name of company or business here
followed by address
County
& postcode**

Dear Mr/Mrs/Ms Somebody

I am writing to you in the hope that you might consider a request from me to carry out my school Work Experience with your company during June 2026.

I attend *The Bishop's Stortford High School* where I am currently in Year 10 and studying for **XXXXXXXX** GCSE's. My predicted grades are **XXXXXXXXXXXXXXXXXX**, after which I hope to study **XXXXXXXX** in the 6th Form/at College.

I am very keen to come to your company because **XXXXX** ***you need a good couple of sentences or paragraph here XXXXXXX*** and I believe that a period of Work Experience would help me decide on my future career as well as give me some independence and focus for studying.

The exact dates are **8th-12th June 2026** when I will be **XXXXXXX** years of age. If you require any further information, do please let me know. In the meantime, I enclose my CV and look forward to hearing from you in the very near future.

Yours sincerely

Your signature here

Johnny Ismyname

Remember !

Dear Sir = Yours faithfully

– but do always do try to find out the name of someone to write to (eg Human Resources – also known as HR – or the Director of the company etc)

Dear Mr/Mrs/Ms/Dr etc = Yours sincerely