



Headteacher: Mr D Reeve BSc (Hons)

January 2026

Dear Parent/Carers,

**Re: Year 12 Work Experience Monday 15<sup>th</sup>-19<sup>th</sup> 2026**

As highlighted to parents/carers during Year 12 Standards Evening, I am writing to inform you of the school's plans for compulsory Year 12 Work Experience when students will be released from the normal school timetable for the week of **15<sup>th</sup>-19<sup>th</sup> 2026**.

The purpose of this scheme is to provide a realistic and relevant insight into the world of work and provide valuable experience for personal statements and CVs as well as prepare students more effectively for their lives beyond TBSHS. In seeking a placement, students should consider carefully their future career ambitions as universities and employers increasingly require candidates to have built up a portfolio of work experience which is relevant to their chosen course or employment.

As part of this learning experience, we expect students in consultation with parents/carers, to arrange a suitable work placement. When contacting prospective employers, you will need to provide an up-to-date CV and a covering letter; all Year 12 students will receive CV guidance and prepare a CV as part of the tutorial programme during March. In the past, we have found the most effective placements are those arranged by students through relatives or friends and we hope they will begin the process as soon as possible on receipt of this letter.

This year we are using **Unifrog** ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme. Your son/daughter will already be familiar with this excellent online careers platform and the various tools available to help students research careers and future pathways, CVs and personal statements. Every student has a Unifrog account which can be accessed by using the Microsoft Sign-In button on the Unifrog website (**see later**).

Once your son/daughter has found a placement, they will begin to use the **Unifrog Placement Tool** and 'manage' their own work experience. **Please note, the Placement Tools are *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 the 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/carers and the school to collect the necessary information and permissions. For the process to work correctly, it is essential that students add the initial information about the placement accurately.

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**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 their Unifrog account, scroll down on the homepage until they see the placements tool, which is in the middle 'Recording' column/section - see screenshot below.

The screenshot shows a dashboard with three main columns: Quizzes, Recording, and Searching. Below these are sections for Exploring and Connecting. The 'Placements' tool in the 'Recording' column is highlighted with a red box.

Quizzes	Recording	Searching
<b>Skills profile</b> ✗ Quiz not taken	<b>Activities</b> ✗ Recorded at least 10	<b>UK universities</b> 2 shortlists
<b>Quiz profile</b> ✗ 0 of 4 quizzes complete	<b>Skills</b> ✗ Completed all 9	<b>Oxbridge</b> 0 shortlists
<b>Exploring</b>	<b>Interactions</b> ✗ Missing 5 Interaction types	<b>Apprenticeships</b> 2 shortlists
<b>Careers library</b> ✓ Careers favoured	<b>Academics</b> ✗ 3 Classes, 3 Predicts missing	<b>Connecting</b>
<b>Subjects library</b> ✗ Subjects favoured	<b>Placements</b> ✗ No placements added	<b>Unifrog events</b> Interact directly with experts
<b>Know-how library</b> ✗ Guides favoured	<b>Materials</b>	<b>Talent pool</b> ✗ Not joined

To see a 'Help' video on how to add a work

experience placement, please [open this link](#)

**Additional Information:**

Students are not usually allowed to undertake their work experience abroad and placements should not be with employers for whom the student already works. Please note, students are not usually permitted to carry out work experience with sole traders. Students will be expected to behave and dress in an appropriate manner and make their own transport and lunch arrangements. Finally, we expect all students to have completed their Unifrog paperwork by **Friday 1<sup>st</sup> May 2026**. Should you require any further information, please contact Claire Jonas ([claire.jonas@tbshs.org](mailto:claire.jonas@tbshs.org)).

Please note, work experience is not optional. Every student is expected to participate and embrace this opportunity - and find out for themselves what the world of work is really like. Failure to organise a placement will result in students having to attend school as normal and spending the week completing a research project to present to their form.

We look forward to working with you to ensure that Year 12 Work Experience is a success and thank you in advance for your support.

Yours sincerely,

Mr J G Y Munro  
Assistant Headteacher, Head of Sixth Form