



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

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Dear Parent/Carer



Year 12 and Year 10 Work Experience 2025-26

It is widely accepted that good careers guidance is crucial to raising the aspirations of young people and provides an excellent opportunity to develop important employability skills. That is why, as part of the CEIAG provision at Ecclesbourne School, all Year 12 and 10 students are given the opportunity to participate in a full week of work experience. Well done to the students in both year 10 and year 12 who have already secured a placement. Next year's dates are:

| | |
|---------------------------------------|---------------------------------------|
| Year 12: 27 April – 1 May 2026 | Year 10: 29 June – 3 July 2026 |
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Work experience gives students the chance to learn about what type of job they might enjoy and develop important employability skills. We know it can be one of the most transformational experiences young people have during their education.

Work experience will/has been launched with students in an assembly and during PDC lessons. Students (and their families) should source their own work experience placements where possible. The Careers Office and Sixth Form team will do their best to help students find placements if they have been unable to find their own. Additional help will be available for our SEND pupils.

We now use the Unifrog platform (www.unifrog.org), to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as obtaining agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carers, and the school, in turn, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately** – we have designed a pre-placement form for them to complete to assist with this, available outside the Careers Office.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

A listing of previous placements willing to host is available to students, but it cannot be downloaded or shared.

- Please read the placement guides on Unifrog, then encourage your child to start contacting possible hosts for a placement.
- If you have any questions, contact Danielle Parker: dparker@ecclesbourne.derbyshire.sch.uk the Work Experience Co-ordinator.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,



Joanne Earp
Head of Careers



Danielle Parker
Work Experience Co-ordinator

