Parmiter's School

Founded 1681

18 November 2026

Dear Parents and Carers

Year 10 Work Experience - Monday 10 to Friday 14 May 2027

All students in Year 10 will be undertaking work experience from **Monday 10 to Friday 14 May 2027.** During this period there will be no classes, as students will be at the workplace of their host employer.

Work experience gives students the chance to learn about the type of job they might enjoy, helps to develop skills and can be one of the most transformational experiences young people have during their education.

We ask that students (with help from their parents/carers) try to source their own placements. These placements could align with a career sector or subject area that already interests your child but, if it is not possible to source work experience along these lines, placements that offer the chance to develop key transferable skills that employers consider very important will be of equal value.

During assembly this week, Mrs Zanetti delivered a presentation to Year 10 students about the work experience programme and the process for finding a placement. Next week, students will have a Personal Development session with their Form Tutors on how to link interests to potential career ideas and the different ways to contact employers. The launch presentation can be accessed here.

Students have access to this presentation and other information supporting the process for organising work experience and how to approach potential providers on the Careers Google drive, in the 'Work Experience 2027' folder. Unifrog can also be used to explore areas of interest. Mrs Zanetti will be available throughout to support with application letters, making enquiries, providing references if required and managing the process.

It is important that students now start the work experience process, to ensure they secure placements that will provide them with the best work-related experiences.

Students who have an EHCP and may require extra support throughout the process will be assisted by Mrs Zanetti, in conjunction with the SEN Department who have access to the relevant documentation.

If a student is unable to find a suitable placement, Mrs Zanetti is working on developing a bank of potential placements which students will be able to apply for once individual efforts have proved fruitless.

Unifrog (www.unifrog.org) will be used to manage the administration of the work experience programme and the ***Placements Tool*** will systematically collect essential information from the employer about their Risk Assessment and Health & Safety policies, as well as agreement from parents/carers for the placement to go ahead.

Some important logistics:

- Students need to agree to the placement with the employer first and then start the administrative process by adding the placement to their Unifrog account. Students have access to the *Placements Tool* on the Unifrog home page and have had a demonstration.

- The Unifrog system will then email the employer, the parent/carer and the school 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. Mrs Zanetti is available to support with adding placements if required.

To learn more about this process and how it supports a safe and effective administrative process for the Work Experience Programme, please watch this video. You will also find links to other key considerations for successful work experience applications and placements.

We ask that work experience placements are secured by **Friday 12 March 2027**, to ensure that there is enough time for the administrative process to be completed and for any interviews or placement checks to be carried out before placements starts.

We would appreciate your assistance in ensuring your child meets the deadlines and thank you for your support with this process. If you need to discuss your child's work experience, please do not hesitate to email j.zanetti@parmiters.herts.sch.uk.

Yours sincerely



Mrs J Zanetti
Careers Advisor & Work Experience Co-ordinator