



Our ref: 7079.LM.LH

14 January 2026

Dear Parent/Carer/Student

Year 12 Work Experience

We are delighted to inform you that Work Experience will be going ahead for Year 12 students from Monday 1 June 2026 to Friday 5 June 2026. This is a compulsory part of their curriculum and is an excellent opportunity to learn about the world of work and develop their personal skills. If your child wishes to increase the placement duration, they may also use the half term the week before.

Students are responsible for finding their own Work Experience placement, via their own sources. A list of companies that are willing to offer placements is on our website, however this is just a guide: [Corfe Hills School - Year 12 Work Experience 2026](#)

This year, we are still supportive of you taking your child to work with you if they struggle to find a placement and you feel this is appropriate. However, the relevant information will still need to be collated and insurances in place.

Unifrog

We are using a company called Unifrog (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 policies, as well as getting agreement from yourselves for the placement to go ahead. This is free of charge and eliminates the need for paperwork. All year 12 students already have access to Unifrog.

Some important logistics:

- Students need to agree the placement with the employer first. They will require the following information:
 - Student email
 - Dates of work experience – Monday 1 June – Friday 5 June 2026
 - Company details to include business name, contact, address and email address along with the hours they will be working
 - Parent name and email address
- Once they have this information they will find the Placements tool on their Unifrog homepage.
- The Unifrog system will then email the employer, the parent/carers, 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.
- Finding out more:
 - Unifrog have created a set of guides about work experience that you may find useful, please see following link <https://www.unifrog.org/placement/guides>
- if your child no longer has their Unifrog log in, please speak to the Sixth Form office.





The deadline for students to complete the placement information on Unifrog is Friday 27 March 2026 and for companies and parents to complete their information is Friday 1 May 2026.

Year 12 students have had a Work Experience assembly, and we are very excited for our students to enjoy this opportunity. If you have any questions or problems along the way, please feel free to speak to your tutor. Alternatively, any queries can be emailed to workexperience@corfehills.net.

Yours faithfully

Mrs L McDermid
Head of Sixth Form