Corfe Hills School
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Our ref: 7463/LS/MC

3 November 2026

Dear Parent/Carer

Year 10 Work Experience – March 2027

We are delighted to confirm that Year 10 Work Experience will take place from **Monday 15 March to Thursday 25 March 2027.** Work Experience is a compulsory part of the Year 10 curriculum and provides students with a valuable opportunity to gain an insight into the world of work, develop their personal and communication skills, and begin exploring potential future career pathways.

Finding a Work Experience Placement

Students are responsible for finding their own Work Experience placement using their own contacts and research. A list of employers who have previously offered placements is available on the school website. If your son or daughter is finding it difficult to secure a placement, they should speak to their form tutor as soon as possible. We will do our best to offer guidance and support, but students are expected to take responsibility for finding and securing their own placement.

Using Unifrog to Organise Work Experience

This year, we will be using the Unifrog platform to help students organise their Work Experience. Unifrog includes a list of supportive local employers who may be able to offer placements. Students have already attended an initial Work Experience assembly and will receive further guidance in school on how to use the platform effectively.

There is useful information on our school website linking to Unifrog and the Work Experience programme - https://www.corfehills.net/page/?title=Year+10+Work+Experience+2026&pid=38

Ultimately, once a placement has been agreed with an employer, students must:
1. Log in to Unifrog.
2. Scroll down to the Placements section.
3. Select Add New Placement.
4. Complete the form with all the required details about their placement.

The following video shows students how to add a placement - How to: Add a work experience placement to the placements tool

Once students have submitted their placement details through Unifrog, the platform will contact the

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employer directly by email to confirm the arrangements. Following this, parents/carers will receive a final agreement form to complete. Once completed, this form will be sent to the school. **Students must ensure that both the parental email address and the employer's email address are entered correctly** when students complete the initial placement form, as this is essential to ensure that the necessary information and documentation are sent to the correct people.

Deadline and Required Documentation

All students must have secured a placement and all necessary documents are completed by **Friday 18 December 2026** at the latest. Please note that employers must have Employers liability insurance for the duration of the placement.

We encourage students to begin researching and contacting potential employers as soon as possible to ensure they have sufficient time to find a suitable opportunity and complete the necessary paperwork.

We are very excited about this opportunity for our Year 10 students and look forward to seeing them benefit from their experiences in the workplace.

If you have any questions or concerns, please contact your son or daughter's form tutor in the first instance.

Thank you for your continued support.

Yours faithfully

Work Experience Team
Corfe Hills School