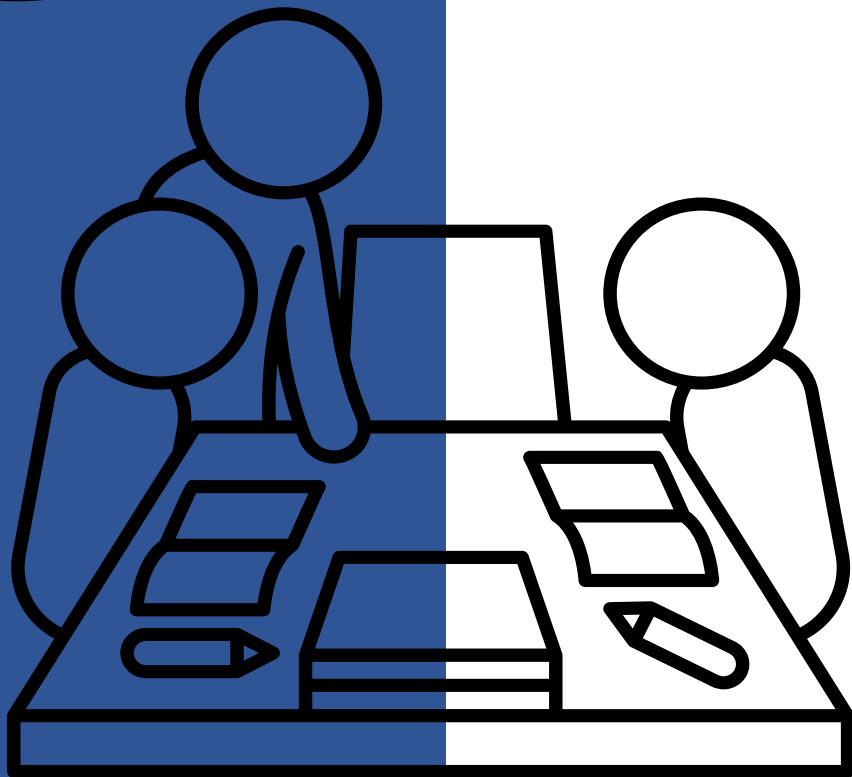




# St Mary's Catholic High School



**Year 10 - Work Experience  
Thursday 9<sup>th</sup> July 2026**

**Name:**

**Search for a placement**

**Start your placement search now! This booklet will guide you through it. Once you have one confirmed, it must be registered on Unifrog placement tool.**

# **GUIDE CONTENTS**

- **Key dates and support**
- **Searching for and contacting an employer**
- **Recording on Unifrog**
- **Parental permission**

# WORK EXPERIENCE OVERVIEW



**Mr Walton**  
**Head of Personal**  
**Development & Careers**

<b>LAUNCH ASSEMBLY</b>	<b>January 2026</b>
<b>WEEKLY 'DROP INS'</b>	<b>Every Wednesday Lunch in G13</b>
<b>FIND PLACEMENT DEADLINE</b>	<b>Friday 22<sup>nd</sup> May 2026</b>
<b>RECORD AND APPROVE PLACEMENT DEADLINE</b>	<b>Friday 19<sup>th</sup> June 2026</b>
<b>WORK EXEPRIENCE DATE</b>	<b>9<sup>th</sup> July 2026</b>

# SEARCHING

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1

**Ask family and family friends first!** Who has a job or careers that interests you? Can you ask them if you can shadow and support them for the day?



2

**Know a place you'd like to go?** Find their email address and ask! Make sure you specify the dates and what your career interests are.



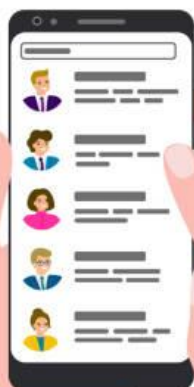
3

**Don't know where you could go, but have a career/sector in mind?** Search for the sectors online and find the 'contact us' section on their website. Find an email address and email them to ask!

# Contacting Employers

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Dear \_\_\_\_\_, / To whom it may concern, I am a Y10 student at St Mary's High School and I am seeking an opportunity to gain a work experience placement. I have an interest in \_\_\_\_\_ and would love to discuss the possibility of shadowing and supporting in \_\_\_\_\_. Would you be able to take me on for a day placement on the 9<sup>th</sup> July 2026. I look forward to hearing from you soon. Kind regards,  
My Name



# Registering a Placement



Go to Unifrog - log in with your student email. Click reset password if you don't know it. Select 'PLACEMENTS' in the 'Exploring Pathways' section

## Exploring pathways

<b>Careers library</b> x Careers favourited <a href="#">Go to tool &gt;</a>	<b>Subjects library</b> x Subjects favourited <a href="#">Go to tool &gt;</a>	<b>Know-how library</b> x Guides favourited <a href="#">Go to tool &gt;</a>
<b>Courses</b> x No courses added <a href="#">Go to tool &gt;</a>	<b>MOOC</b> Make your first shortlist <a href="#">Start &gt;</a>	<b>Webinars</b> Hear directly from the experts <a href="#">Go to tool &gt;</a>
<b>Read, Watch, Listen</b> x Profiles favourited <a href="#">Start &gt;</a>	<b>Placements</b> x No placements added <a href="#">Go to tool &gt;</a>	



Click on - 'Add a Placement'



### 0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)



## Select the placement coordinator - your coordinator is Mr Walton

\* Placement coordinator

Mr Walton

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.



## Start completing the 'STUDENT INITIAL FORM' with the correct dates and details. You will need an email address of the main placement contact, and a parent's email

\* In person or Virtual

---- select ----

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if --

-- leave blank if --

-- leave blank if --

\* Describe the time commitment

eg Full time



**Add the employer's email - this is the person who will be the main contact. Let them know that they will receive an email to fill in a form about you and your placement**

\* Employer placement lead: name

\* Employer placement lead: email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Employer placement lead: email (again)



**Now you'll need a parental email - Someone at home who can give permission for you to go on your placement. They will receive a quick Unifrog form to fill in by email, so make sure their email is correct!**

\* Parent / guardian (who must also be your emergency contact)

\* Parent / guardian email

**Important:** this must be correct, or we won't be able to progress the placement.

\* Parent / guardian email (again)

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

\* Agree  Yes, I agree to **all four points** above.

# Parental Permission



As the parent, you will receive an email inviting you to complete a quick permission form (whichever email address the student has entered into their form)



Click on the green button “COMPLETE IT NOW”

Oh yes! You've been invited to agree to an **In-person Placement** for Alex

### Let's make it happen

Alex has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

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#### Start and End date:

1 March 2022 - 2 March 2022

#### Location:

8 The High Street, London, United Kingdom, E2 8HD

#### Placement overview:

ads asd asd asd asd asd asd

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What now?

**Complete the Parent /  
Guardian agreement**

Complete it now



**You will be able to see all of the student form details as well as the employer information, health and safety procedures. You will be asked to add the following:**

- Name, email address and phone number**
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student) Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student**
- Agreement for the student to take part in the placement**

**If you have any issues, please don't hesitate to contact Mr Walton.**

# Remember...

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**Mr Walton is here to help! Attend the drop ins to use a computer and to have any questions answered**



**Don't add a placement on Unifrog until you have permission from an employer to use their email address!**

