



# Blackfen School for Girls

Raising aspirations - releasing potential

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Dear Parents/Carers,

## Work Experience

I am writing to remind you that your child must arrange a work experience/shadowing placement for 3 days. This will take place from 29<sup>th</sup> June – 1<sup>st</sup> July 2026.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education. Therefore, placements should be purposeful, challenging and relevant to the young person's study programme and/or career aspirations. Please note: the placement should not be paid work.

We are using Unifrog ([www.unifrog.org](http://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 getting 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 / guardian, 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.

Finding out more:

- Unifrog have created a set of guides about placements which you can find <https://www.unifrog.org/placement/guides>





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## Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- All placements must be secured and forms completed on Unifrog by Monday 18<sup>th</sup> May 2026.
- During the placement the employer will receive a 'checking' call from a tutor in school to make sure they have settled in and there are no issues.
- At the end of the placement the employer will complete a reference which will be kept on record.

Yours sincerely

Miss K Brewer  
Assistant Headteacher, Head of Sixth Form

