



St Albans Girls' School

24 September 2026

Dear Parents and Carers,

Year 10 Work Experience: Monday 24 May - Friday 28 May 2027

As mentioned at the recent Year 10 Information Evening and during Year 10 assembly earlier this week, in May 2027 Year 10 students will be participating in Work Experience.

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 and there has been significant research undertaken to support this. There are two ways in which students can arrange their placements. Our preferred option is that students (and their families) source their own work experience placements. We do also have access to a limited number of placements that are sourced by Services for Young People and these are released in January. A timeline of key activities in sourcing, securing and then undertaking Year 10 Work Experience, can be found in the assembly slides on the careers page of our website [here](#).

For the vast majority of students therefore, who will find their own placements, we use 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 and Safety policy, as well as getting agreement from yourselves for the placement to go ahead. The students are already confident users of this platform as they have used it in careers lessons and during form time for the last two years. Unifrog is an online platform that brings a range of careers resources and tools together to support students as they plan their future paths. There is also a lot of information on the site for parents and we would urge you to engage in it by using our parent access. Please [click here](#) for information and on how to sign up for your Parent Account.

Managing Work Experience administration to ensure your child is safe in their placement, is complex and time consuming.

SOME IMPORTANT LOGISTICS REGARDING WORK EXPERIENCE AND USING UNIFROG

- Students **need to agree to the placement with the employer first**, and then students will begin the process of securing the placement by adding details to their Unifrog account (they'll find the **Placements tool** on their Unifrog homepage)
- The Unifrog system will then email the employer, the parent or carer 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**
- Students are advised to look at the videos shared by Mr Doherty on Google Classroom, about how to log a placement on Unifrog

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FINDING OUT MORE

- Unifrog have created a set of guides about placements which you can find [here](#)
- Within this set of guides, '[How to... use the Placements tool](#)' is the best one to start with (it includes a short animation of how the whole process works). I have also added a video tutorial on Google Classroom to help students with this
- Next we recommend looking at [this student guide](#), because it includes advice on how to find a placement

NEXT STEPS

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- Once found, students follow the steps above on Unifrog to record their placement and we start the ball rolling in terms of placement administration
- We ask for as many placements as possible to be in place by the end of January 2027 to allow us time to complete the administration in time and to support with placements if necessary
- If you have any questions, please join our [Online Drop-in Session](#) **on Monday 19 October at 5:30pm.**
- Alternatively you can contact Miss Ali (Careers and MLT Administrator), or Mr Doherty (Assistant Headteacher and Work Experience Lead)

If you have any queries concerning any of the above, please do not hesitate to contact me.

Yours faithfully,



Mr T Doherty
Assistant Headteacher