



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Headteacher: Mrs T O'Brien BSc MEd
Woodcote Road, Wallington, Surrey, SM6 0PH
Telephone 020 8647 2380
Facsimile 020 8647 2270
info@wallingtongirls.org.uk
www.wallingtongirls.org.uk

Thursday, 25th September 2025

Dear Parents/Carers,

RE: WHSG Year 11 Work Experience Programme

Work Experience gives students valuable insight into the world of work, encourages them to develop their enterprise and employability skills and helps them explore potential careers. The Department for Education's careers strategy requires students to have had two experiences of a workplace by the age of 18, additional to any part-time job they may have. The work experience placement enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course. Numerous university courses and apprenticeships are in high demand, and meaningful work experience can serve as a strong indicator of a student's genuine commitment to pursuing them further.

This year, all Year 11 students are required to participate in a **one-week** work experience placement, to be undertaken within the two-week window from **Monday 29th June to Friday 10th July 2026**. The school's strong preference is that students complete their placement during this designated period. However, we also recognise that some valuable opportunities may arise outside these dates, and therefore placements taking place during school holiday periods will also be accepted.

The responsibility for securing a suitable placement rests with each student and their family. To support this process, any opportunities shared with the school will be communicated to students via the Careers Noticeboard and the weekly student bulletin.

To streamline the administration of the work experience programme, we have adopted Unifrog (www.unifrog.org) as a central platform. Unifrog facilitates various aspects of the process, such as collecting essential information from employers, including Risk Assessment and Health & Safety policies, and obtaining parental consent for the placements. It is important to note that any work experience undertaken outside the designated school dates should also be recorded on the Unifrog Placements tool.

Important Logistics for Student Placements:

- 1. Placement Agreement:**
 - Before proceeding, students must obtain confirmation of their placement from the employer.
- 2. Recording Placement on Unifrog:**
 - Students should add their work experience placement to their Unifrog account.
 - On their Unifrog homepage, students will find the "Placements" tool for this purpose.
 - For coordination, Mrs. L Parkinson is the named Placement Coordinator.



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3. Unifrog Email Notifications:

- Once the placement is recorded, Unifrog automatically issues email notifications to key stakeholders—including the employer, parent/carer, and school—at the appropriate stages of the process.
- These communications are designed to collect the necessary information and permissions, thereby ensuring that all requirements are fulfilled before the placement can proceed.

4. Accuracy of Initial Information:

- To ensure a smooth process, it is crucial that students provide accurate and complete information about the placement when recording their placement.

Finding out more:

- Unifrog has created a set of work experience placement guides, available [here](#), encompassing a concise animation explaining the placement process and a detailed step-by-step guide.
- For advice on how to find a placement, we recommend reading Unifrog's guide to finding and being successful in a placement, found [here](#).

Next steps:

- Please read the placement guides on Unifrog and encourage your child to start contacting possible employers for the placement. We would appreciate you spending some time exploring any contacts your child can use and by helping them to explore and research local companies which may be able to provide a placement.
- Please ensure your child has found a placement and logged this onto Unifrog by **Monday 13th April 2026**.
- You may be able to offer a work experience placement to another WHSG student; if this is the case, please contact Mrs Lisa Parkinson at the address below.
- If you have any questions, please look at the Q and A sheet or contact [Mrs Lisa Parkinson Careers Coordinator](#).

We wish you the best of luck with supporting your child to find a placement.

Yours faithfully,

Mrs L Parkinson
Careers Coordinator

lparkinson@wallingtongirls.org.uk