



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Headteacher: Mrs T O'Brien BSc MEd
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Thursday, 17th September 2026

Dear Parents/Carers,

RE: WHSG Year 11 Work Experience Programme

What you need to know

All Year 11 students are required to complete a one-week work experience placement.

- Preferred placement dates: **Monday 28th June – Friday 9th July 2027**
- Deadline to find a placement and log it on Unifrog: **Monday 12th April 2027**
- What you need to do now: Please read the information below and encourage your child to start contacting potential employers.

Why is work experience important?

Work experience gives students valuable insight into the world of work. It helps them develop employability skills, explore potential careers and experience different working environments.

The Department for Education's careers strategy requires students to have two experiences of a workplace by the age of 18, in addition to any part-time job they may have. Work experience can help students make informed decisions about future careers, subject choices and university or apprenticeship options. Meaningful work experience can also demonstrate a student's genuine interest in a particular career, university course or apprenticeship.

When will the placement take place?

Students should complete their **one-week** placement within the two-week period from Monday 28 June to Friday 9 July 2027. This is the school's strong preference.

We recognise, however, that some valuable opportunities may only be available at other times. Placements taking place during school holidays will therefore also be accepted.

The one-week placement does not have to be with one employer. Students can combine placements, for example spending two days with one organisation and three days with another.

Who is responsible for finding a placement?

Students and their families are responsible for securing a suitable placement. We would encourage parents/carers to help their child explore their own contacts and research local organisations that may be able to offer a placement.

Any opportunities shared with the school, will be communicated to students through the Careers Noticeboard and weekly student bulletin.



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How will Unifrog be used?

We use Unifrog as the central platform for managing work experience placements. It allows us to collect essential information from employers, including risk assessment and health and safety information, and to obtain parental consent.

Any work experience taking place outside the school's preferred dates must also be recorded on Unifrog.

Important: what students need to do

- Your child must have confirmation from an employer before adding the placement to Unifrog.
- Once the placement has been added, Unifrog will email the employer, parent/carer and school to collect the necessary information and permissions.
- Please ensure that your child enters the initial placement information accurately.
- Please respond promptly to any Unifrog emails you receive, so that all the necessary arrangements can be completed before the placement starts.

What you need to know and do

Find out more: Watch Unifrog's short animation explaining the placement process [here](#) and read their guide to helping your child find and succeed in a work placement [here](#).

Please also:

1. **Encourage your child to start contacting potential employers.**
2. **Help your child explore family, friends and other contacts** who may be able to offer a placement.
3. **Encourage your child to research local organisations** that may be able to provide a suitable opportunity.
4. **Make sure your child has secured a placement and logged it on Unifrog by 12 April 2027.**

If you are able to offer a work experience placement to another WHSG student, please contact Mrs Lisa Parkinson using the contact details below.

If you have any questions, please refer to **the Q&A sheet** or contact Mrs Lisa Parkinson.

Thank you for your support in helping your child make the most of this valuable opportunity. We wish you the best of luck with supporting your child to find a placement.

Yours faithfully,

Lisa Parkinson
Careers Coordinator (lparkinson@wallingtongirls.org.uk)