

Mount St. Joseph

"A community of Learners, Believers and Friends"

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Headteacher: Mrs A Devany



13th July 2026

Dear parents and carers,

Work experience and placements using Unifrog Monday 22nd February - Friday 26th February 2027

All students in Year 10 will be undertaking a week of work experience from Monday 22nd February to Friday 26th February 2027. In this period there will be no classes - each day all students will be at the workplace of their host employer.

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.

Students (and their families) should source their own work experience placements. The careers guidance team have limited resources and thus will find it difficult to help students.

Some important logistics:

- Students need to agree the placement with the employer **first** (please encourage your child to research local companies and sectors of interest and approach employers to see if they offer work experience)
- Work experience assemblies will take place in school at the beginning of September, providing further information to students on how to look for placements and the Unifrog platform.
- School use the Unifrog platform for the administration of the work experience programme. Students will have a username and password to access Unifrog. The username is their school email address and they can create a password using the 'forgotten my password' link on the main screen.
- The Placements tab is where students will record their placements. The placements tool is a series of forms which need to be completed by specific people at specific times - please see the brief tutorial here: [Placement Tool Tutorial](#)

Finding out more:

- Unifrog have created guides for everything to do with placements, which can be accessed here: <https://www.unifrog.org/placement/guides>
- For further information about finding placements, use this link: <https://www.unifrog.org/placement/guides/how-to-help-your-child-find-a-work-placement>

We wish you the best of luck with supporting your child to find a placement and please make use of Unifrog's guides to help you.

If you have any questions, contact Mrs Simpson in school or via email:
dsimpson@msj.stoccat.org.uk

Kind regards,

Mrs G Morris
Assistant Headteacher & Careers Lead