



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

21 July 2025

Dear parents/carers of Year 10 students,

Work Experience Monday 13 – Friday 17 July 2026

We are excited to announce that we have launched our 2026 Year 10 Work Experience programme in an assembly today.

Work Experience is an exciting opportunity for students to have real-life experiences which will help their long-term career aspirations. All students are encouraged to start emailing employers over the summer holidays to secure placements, and all placements must be registered on to their Unifrog account by **Friday 13 February 2026** (half-term).

Students have been given a work experience booklet in this assembly. The booklet outlines the importance of work experience and provides guidance and templates to help with approaching employers. A copy of this, together with other work experience resources, can be found on our school website www.aylshamhigh.com/workexperience

We ask that students try to arrange their own placement, and we would appreciate your support in helping your child to make these arrangements. Ideally, we encourage students to source placements independently, as the process of researching and approaching potential businesses echoes the method they will use to apply for apprenticeships or jobs in the future. Many students find placements through people they know, or by approaching organisations that they already have a connection with, so this can often be a good place to start. More advice and links are included in the booklet.

Unifrog – www.unifrog.org

The work experience programme involves a great deal of administration and this year we will be using a brilliant online careers platform called **Unifrog** to manage this. Students have been sent a welcome email so that they can register for Unifrog (please note that your child's school email address must be used to register (alf.education)). If they have not yet registered please encourage them to do so as soon as possible, and if they cannot find their welcome email please ask them to see me. If your child has forgotten their password, they can go to www.unifrog.org/reset-password to reset it.

Once a student has arranged a placement, they must log-in to Unifrog and complete a '**Student Initial Form**' in the 'Placements' tool in Unifrog www.unifrog.org/student/placement. Once completed, Unifrog will generate emails requesting information from the employer and from you as parents/carers, and I will be asked to approve the placement. Please note that students must select me - Mrs Wiseman - as the Placement Coordinator when completing this form. I have attached a quick guide on to how to use Unifrog for placements and a copy of the form that students need to complete initially within Unifrog (for your reference).

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle



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Although the deadline for students to confirm and log their placement in Unifrog is February half-term, we strongly recommend that students find their placements as soon as possible. Some organisations (e.g. vets, theatres, activity centres) are popular and availability for these types of placements can be limited as other schools in the area also run work experience schemes at a similar time.

If your child is struggling to find a placement, please do not hesitate to contact me for help. I hold a database of contacts and although I am unable to share these contacts publicly due to GDPR, I can provide ideas and individual contact information if required. Students can pop in to see me in room 38 on Tuesdays and Thursdays at tutor-time, break or lunch for help and support.

Work Experience takes place during the final week of the summer term (from Monday 13 – Friday 17 July). All year 10 students are required to take part in the programme for the full **five** days. Any absence from work experience (apart from illness) will not be authorised.

If you have any questions about work experience or need any further information, please do not hesitate to contact me via email at twiseman@aylshamhigh.norfolk.sch.uk or by phone 01263 733270 ext. 126.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tanya Wiseman', written in a cursive style.

Tanya Wiseman
Work Experience Coordinator