



5th January 2026

Dear Parents / Carers,

### **Year 10 Work Experience week - Monday 29th June to Friday 3rd July**

We are very excited to announce that as part of your child's learning journey at Pix Brook, Year 10 will be taking part in work experience during the week of Monday 29th June to Friday 3rd July (inclusive). This is a great opportunity for our students to step into the world of work, gain valuable skills, and explore career areas that may interest them in the future.

#### **Why work experience matters**

Work experience gives your child the chance to:

- Learn about the workplace and how organisations operate.
- Develop key skills such as communication, teamwork, and problem-solving.
- Discover more about their strengths, interests, and career options.
- Build confidence and independence.

To make this experience as meaningful as possible, families are expected to take responsibility for finding the placement. This might be:

- A business you already know (e.g., family, friends, neighbours).
- A local company or organisation linked to your interests.
- An employer in an area you may want to explore as a future career.

We encourage you to start looking early and approach employers politely and professionally.

#### **What you need to do**

- Secure a placement – contact employers and confirm they are willing to host you during the set week. Students will be undertaking some sessions during their Citizenship sessions to give them some guidance with this.
- Collect the information needed to add to Unifrog
- Record the details – once you have a placement agreed log into Unifrog and enter the employer information and other information required.
- Submit for approval – UniFrog will then send the details to your employer for review and confirmation.
- Parent/Carer consent - The Form will then be sent to parents for their approval automatically. Please make sure we have your up-to-date email address on Bromcom
- Select carefully – choose a placement that will give you opportunities to learn, grow, and match your interests or goals.

Work experience is a valuable part of your child's education, and we look forward to hearing about the exciting opportunities you find.

Although Pix Brook Academy fully supports work experience we will not be able to inspect every venue the students will be visiting. Therefore, there is a requirement for the Parent / Carer to accept responsibility when completing the online paperwork. We are using our Unifrog platform to compile all the information needed for this week to be undertaken safely and productively.

### **What is Unifrog?**

Unifrog is designed to support learners in making informed decisions about their futures, with a range of tools that are suitable for all year groups. Each student has their own account that provides a range of information related to their interests and aspirations.

For work experience it is being used as a 'one stop shop' for collating all essential work experience information.

### **How to use Unifrog?**

Further details regarding how to use Unifrog, including step by step guides and videos are available on our website - <https://www.pixbrookacademy.co.uk/page/?title=Careers+%26amp%3B+Work+Experience&pid=153>

The deadline for securing a work experience placement and inputting information into Unifrog is **Friday 18<sup>th</sup> May**. As there are a large number of students taking part in this event, we would be very grateful if all the relevant information could be filled in as soon as possible.

If you do not fill in the paperwork and your child does not attend school between Monday 29th June and Friday 3rd July 2026 then this will be marked as an unauthorised absence. Any child not undertaking work experience will be expected in school and have a collapsed timetable during the week.

If you have any questions, please do not hesitate to contact me by telephone or by email at [nmcguigan@bestacademies.org.uk](mailto:nmcguigan@bestacademies.org.uk)

Yours faithfully

Nicola McGuigan  
Head of Business and Careers

