



Longdendale
HIGH SCHOOL

YEAR 10

WORK EXPERIENCE GUIDE





RESPECT

RESILIENCE

ASPIRATION

DEAR STUDENT

At Longdendale High School, we want to help you get the best possible start for your future - not just by doing well in school, but also by giving you hands-on experiences that will help you decide what career you want to pursue.

All Year 10 students will take part in work experience from **Monday 15th March to Friday 19th March 2027**. During this time, you won't have your regular lessons at school. Instead, you'll be working at your chosen workplace each day.

The main goals of work experience are to help you explore different careers, develop useful skills, and build your confidence. It's a great chance to try out jobs you might be interested in and start building your CV for the future.

WHAT YOU NEED TO DO:

- You are responsible for finding your own work experience placement. This might seem like a big task, but it's a great way to find out what jobs could be a good fit for you.
- We are using Unifrog www.unifrog.org to manage everything related to work experience. You'll use this platform to register your placement, and it will also help us collect important documents like Risk Assessments and Health & Safety policies from the employer.

IMPORTANT STEPS:

- **Choose your placement:** First, talk to a potential employer and confirm that they are happy to have you for work experience.
- **Enter the details on Unifrog:** Once your placement is confirmed, you'll need to enter the details on your Unifrog account using the Placements Tool. This is important so we can verify everything.
- **Submit documents:** The system will automatically email your employer, your parent/carer, and the school to make sure everything is in place. Please double-check the information you enter to avoid any mistakes.

NEXT STEPS:

- Make sure you read the placement guides on Unifrog and ask your parent or carer for help if you need it: [Unifrog Placement Guides](#)
- **Don't forget:** You need to complete all of the steps before your placement can be confirmed.
- The final deadline to have all your paperwork in is **Friday 12th February 2027**. After this date, if you haven't secured a placement, you will need to attend school as usual for careers lessons instead.

A FEW OTHER IMPORTANT THINGS TO NOTE:

- Work experience is unpaid.
- You'll need to work the same hours as the business you're working for, unless you've arranged time off for things like a doctor's appointment or a school event.
- If you're unable to work due to illness or another reason, make sure to let your employer know as soon as possible.

Good luck with finding your placement! If you have any questions or need help, feel free to contact:

Mr Boardman, Head of Year 10 – a.boardman@lhs.spt.ac.uk

Dr Glancey, Head of Achievement for Year 10 – a.glancey@lhs.spt.ac.uk

We're excited to see what work experience opportunities you choose!

HOW DO YOU FIND WORK EXPERIENCE?

We can support you, but it's your responsibility to find a placement.

Talk to **local businesses**,
(e.g. shops, hair salons).

Talk to **local services**
(e.g. libraries, council offices,
museums etc.)

Talk to **friends and family**
who have businesses.

Talk to any **clubs** you belong
to outside of school
(e.g. sports teams etc.)

Talk to local **nurseries and
primary schools.**

Talk to the local branch of
a **national chain** (e.g. Tesco).

HOW DO YOU ORGANISE WORK EXPERIENCE?

It is a four step process using Unifrog's Placements tool:

1

Contact your chosen employers
via email or letter



2

Once you've got a place, complete
the Placement form on Unifrog

unifrog

3

Your employer and parent/carer will
confirm the placement via email



4

We approve your placement
so you can get started



1 CONTACT EMPLOYERS VIA EMAIL OR LETTER

Even if you know the employer personally, you should contact them in writing, using formal language. See the example below.

You need to include:

- The **date** of your work experience: **Monday 15th March to Friday 19th March 2027**
- **Why** you would like to complete your work experience at this organisation
- What you can **offer** them

WHY DO THIS?

This will help you practise writing real job applications. It also sets a professional tone for your placement.

TOP TIP

Get someone to proofread your letter/email to help check for typos or any errors.

EXAMPLE LETTER/EMAIL:

Re: Work experience placement

Dear Sir/Madam (or the name of the contact, if known),

From Monday 15th March 2027, all Year 10 students at Longdendale High School, where I am currently studying, have the opportunity to complete a five-day work experience placement. I am writing to ask if you would consider offering me a placement in your (company/organisation/school) from Monday 15th March to Friday 19th March 2027.

I am interested in a work experience placement with your (company/organisation/school) because... (explain why you would like to work there, what interests you about the organisation, and any particular skills you would like to develop. Research the organisation and refer to something specific if possible.)

At present, I am studying for my GCSEs and I also take part in... (add any extracurricular activities, responsibilities, or interests that may be relevant to the placement.)

I feel that I could learn a number of new skills through a placement with your (company/organisation/school). I hope that you will be able to offer me this opportunity, and I look forward to hearing from you.

My school uses a website called Unifrog to manage the work experience process and carry out necessary checks. I have included a page listing the information I will need to submit. Once I enter the details you provide, you will automatically receive an email from Unifrog (please check your junk folder) requesting further information about the placement. I have also included the questions you will be asked.

Kind regards / Yours sincerely / Yours faithfully (choose one)

Your Name

Your contact email (optional but helpful)

2 STEP 2: COMPLETE THE PLACEMENT FORM ON UNIFROG

Once an employer accepts your application, log onto Unifrog and complete the student initial form on the placements tool. You can find the placements tool under the recording section of tools.



Placements

✓ 1 placement added, 1 completed



All placements
need to be entered
into Unifrog with correct
contact details of the
employer etc. by Friday
12th February

WHAT IF I DON'T GET OFFERED A PLACE?

Don't panic! Keep applying, and try out new employers.

If an employer isn't responding via email, try giving them a polite phone call.

If you need any help or advice, please speak to a teacher in school.

The most popular placements get taken up first, so don't hang around and get started ASAP.

HOW DO YOU FILL IN THE PLACEMENT TOOL?

1. On the placements tool, click '**add new placement**' to access the 'student initial form'.
2. Confirm that you've agreed your placement with your employer, and fill in the details.
 - Your placement start and end dates must be: **Monday 15th March to Friday 19th March**
 - Your Placement co-ordinator is **Mr Bowland**
 - Add your employer placement lead name and email address
3. If any part of your placement is in-person, select '**Yes, it's all part or in-person**'.
4. Complete the rest of the form and **double-check** every detail!

IF YOU NEED ANY HELP

Please speak to your form tutor or any of the teachers below.



Mr Boardman
Head of Year 10



Dr Glancey
Head of Achievement



Mr Bowland
Placement Co-ordinator



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