



Onehouse Road, Stowmarket, Suffolk, IP14 1QR

Tel: 01449 613541

Email: [enquiries@stowhigh.com](mailto:enquiries@stowhigh.com)

Web: [www.stowhigh.com](http://www.stowhigh.com)

- ACHIEVING SUCCESS TOGETHER -

11th February 2025



Our Ref: MMY.JCP.WorkExp25

Dear Families

All students in Year 10 are going to be on Work Experience from Monday 12<sup>th</sup> to Friday 16<sup>th</sup> May 2025. For all those students who find a placement 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 from experience that it can be one of the most transformational experiences for young people.

Students (and their families) should **source their own work experience placements**. The careers team and your child's PSHE teacher will do their best to help students contact potential employers about placements, however, the expectation is that students have at least tried to find a placement before seeking support, we have limited resources, so will only be able to help a small number of students.

Any students who are **unable to find a placement are expected to be in school as usual** for the full week, and any student who fails to attend school that week will be marked as an unauthorised absence.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment, Insurance, and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead. **All emails regarding work experience will therefore come from Unifrog and not the school's email system, so please check your spam folders once your child has confirmed that they have submitted their placement details on Unifrog.**

Some important logistics:

- Students need to agree the placement with the employer **first** and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage)
- The Unifrog system will then email the employer, the parent/guardian and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately. Do not forget all emails will be coming from Unifrog and not the school email system**



Kingfisher Schools Trust

Registered address: Prospect House, Little Money Road, Loddon Business Park, Loddon, Norfolk, NR14 6JD

Registered company number: 07682294

Kingfisher Schools Trust is registered in England, is a charity and a company limited by guarantee

RESPECT

KINDNESS

SUCCESS

INTEGRITY



Onehouse Road, Stowmarket, Suffolk, IP14 1QR

Tel: 01449 613541

Email: [enquiries@stowhigh.com](mailto:enquiries@stowhigh.com)

Web: [www.stowhigh.com](http://www.stowhigh.com)

- ACHIEVING SUCCESS TOGETHER -

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#)
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works)
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement

Next steps:

- Please read the placement guides on Unifrog and then start contacting possible employers for the placement
- If you have any questions, contact Mrs Mylrea, Careers Support Officer on [m.mylrea@stowhigh.com](mailto:m.mylrea@stowhigh.com)

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

Kind regards

*T West*

*H Utteridge*

*M Mylrea*

Mr West  
Careers Lead

Mrs Utteridge  
Subject Lead for Business Studies

Mrs Mylrea  
Careers Support Officer

unifrog

the **PIXL** club

**TeachFirst**  
Innovation Partner 2014

**ASCL** Association  
of School and  
College Leaders



**Kingfisher Schools Trust**

Registered address: Prospect House, Little Money Road, Loddon Business Park, Loddon, Norfolk, NR14 6JD

Registered company number: 07682294

Kingfisher Schools Trust is registered in England, is a charity and a company limited by guarantee

