Q3 ACADEMY TIPTON
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8th September 2026

Dear Parents and Carers

Year 10 Work Experience

Work experience is an opportunity for young people to gain an insight into the 'World of Work' and to help prepare them for the responsibilities and opportunities of adult life. The opportunity to participate in a high-quality work experience is an incredibly valuable part of preparation for Year 11 and beyond.

As an Academy, we offer a blended approach to work experience due to the fact that many businesses now work a hybrid working week where employees work from home but also in the work place. We ask every student to organise their own placement; in doing so, they will be able to choose an area of work that really interests them. Students should upload placements as promptly as possible to give employers, parents and school staff enough time to process. Placements uploaded with little time before the start date are likely to be rejected.

This year, work experience students have the opportunity to secure work experience during a week of their choosing except the following dates:

- Monday 23rd November – Friday 4th December 2026 (mock exams will be taking place)
- Monday 1st March – Friday 12th March 2027 (PSAs will be taking place for students studying BTEC subjects)
- Monday 12th April – Friday 23rd April 2027 (mock exams will be taking place)

Types of work experience:

✓ A work experience placement sourced by themselves. It is a requirement of every employer that they have appropriate **employer's liability insurance** to enable students to attend a workplace, and this needs to be confirmed when you are making enquiries.

✓ A Parent or Carer employment placement. This can include working from home or in the workplace, they can shadow and learn more about your job role and the organisation you work for. It is a requirement of every employer that they have appropriate **employer's liability insurance** to enable students to attend a workplace, and this needs to be confirmed when you are making enquiries.

Once employers have agreed to host a placement, students will need to upload details to Unifrog through which the employer, parent or carer and school will confirm the placement. Students have been notified of how to use the Unifrog platform via an assembly and currently have emails from Unifrog in their school accounts allowing them to create an account. Any students struggling with Unifrog are invited to contact myself on d.edmonds@tpt.merciantrust.org.uk, Microsoft Teams or by speaking to me directly. Below you will see a QR code which links to a video explaining step-by-step how to upload to Unifrog.

Yours sincerely,

Mr D Edmonds
Careers and Aspirations Leader