

10th July 2026

Dear Parent/Carer and Students

Key Information regarding Work Experience.

Ahead of students starting their placements next week, please see below some key information which should help you and your child prepare.

To find out contact details, hours of work, clothing expectations and what the students will be doing on their placement

On the student's Unifrog account, find the placements tool, and click the more button to the right of the employer initial form to be able to see everything the employer has put regarding the placement.

Concerns over hot weather

Please contact the employer directly if you wish to know whether they have air conditioning or are going to make timing adaptations etc for the students if we have extreme heat. The employer's name, phone number and email address are all on the placement form as above.

Absence caused by illness or lateness caused by travel issues

As you would for any employment, please contact the employer **immediately** if your child is unable to attend their placement due to illness. If students are delayed during their journey because of travel disruption, they should also let the employer know. Please then let me know on careers@downlands.org

Changes to location of placement etc

If the employer wants to make any changes to the planned placement as stated in the completed paperwork, for example, taking your child offsite to visit a client, they will need your permission to do so. Please send me an update so that I can adjust our records accordingly.

CDC Lesson PowerPoint

Half of our Year 10 students were due to have a CDC lesson today covering Health and Safety, expectations of behaviour in the workplace and to contact their employers ahead of their placements, the other half having had this lesson on Monday 6th July. I am sending the lesson PowerPoint home with this letter to allow all students to be prepared for their placements. Please do go through this with your child.

Students have been asked to contact their employer directly. They have been sent a suggested wording to use, and this can be found on the front page of their Unifrog account as an interaction (above the colourful toolboxes). This would be the perfect opportunity to ask any additional questions you may have about the placement like who to ask for on arrival, or what their definition of smart casual is. If for any reason your child has not yet sent this email, please ensure that they do so as soon as possible from their school email address and cc your email.

Staff Check-ins

Wherever possible, members of staff will be checking in on students and their employers during their placements, either in person, or by telephone.

Outstanding forms and any dates without in-person placements

For the placements to be authorised, we do need to have the first 4 forms on Unifrog complete before the students go to the employer (student initial, employer initial, parental consent, school sign off) Please do keep an eye on your emails if you are yet to give parental permission, and if you know the employer personally, please can you also prompt them to complete any outstanding employer forms.



I have been in contact directly with any parent/carers of students who have day(s) not covered by in-person placements with details of virtual work experience options but do need to have parent/carer permission for these dates to also be officially authorised as work experience.

If you have any questions, please contact me on careers@downlands.org.

Above all I hope that all our students have an enjoyable, safe and informative time on their placements, and look forward to hearing more about their experiences when we review in September.

Yours faithfully

Ms Liz Hollingdale

Careers Lead