Thomas Keble School,
Eastcombe, Stroud,
Gloucestershire GL6 7DY
Tel: 01452 770301
email: admin@thomaskeble.gloucs.sch.uk
www.thomaskeble.gloucs.sch.uk

Headteacher: Mr Steven Shaw

Ref: VC

2nd October 2026

Dear Parents/Carers,

Work Experience
Monday 24th May – Friday 28th May 2027

We use the Unifrog placement tool to record students' work experience placements. This should only be used after students have been in contact with the employer and the employer has agreed to take them on for the placement.

Students need to access their account on Unifrog.org using their school email address. They have used this before so should have set their own passwords, however there is a 'forgot your password' button if they can't remember (please note that Microsoft SSO – Single Sign On – won't work for Unifrog). They should then scroll about halfway down the page to the 'Exploring Pathways' section, and click 'Go to Tool' in the 'Placements' box. They should then see the option to 'Add a New Placement'.

The form will ask them for their placement details, and an email address for a parent/carer. Once they tick 'Form Finished' and submit, this will automatically email the employer, who will complete a similar form to include risk assessment details, their employer liability insurance and DBS check information if relevant.

Once Unifrog receives the information and confirmation from the employer, this will automatically email the parent/carer that the student entered in their form. You will then need to read through the information supplied by your child and the employer, and click to confirm if you are happy for the placement to go ahead based on the information provided.

Once the student, employer and parent sections are completed, this notifies the school. We can then authorise the placement, and during work experience there will be sections available for the visiting teacher, the employer's feedback and the students' daily log.

You can view a 'how-to' video here: https://cdn.unifrog.org/video/rcn90fv3a7/720.mp4 This video has also been shared with the students via their Unifrog account.

This process should be completed as soon as possible – ideally we hope to have the majority of students with confirmed placements before Christmas. There are some companies who do not notify students until the new year, such as Renishaw, Gloucestershire Wildlife Trust or WWT Slimbridge, who all have specific application processes and deadlines. If students are applying for these placements, as they are so competitive (for example, Renishaw last year had over 300 applications for 30 places, and will typically only accept one student from a school), we recommend trying to source a 'plan B' placement in case their applications are unsuccessful or if their work experience windows fall in a different week to ours.

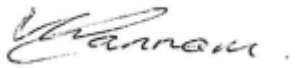
As a reminder, students are expected to source their own placements, with support, to develop their skills, independence and confidence, which is vital when they are searching and applying for their first jobs, apprenticeships, college or university places. This also gives them ownership over the decision of where to go. However if your child is in need of direction, please do not hesitate to contact me and I can either advise or refer to our careers adviser Mrs Lyons to help them to decide where to ask.

We hope many students will find a placement reflecting their career interests, however, where this is not possible it is useful to remember that the main purpose is to experience the world of work, and this can happen in almost any working environment. They can benefit just as much from experiencing a workplace where they may later be able to get a part-time job whilst at college as they would from experiencing an industry they hope to have a career in,

and in some cases work experience is an opportunity to find out that an industry isn't for them, or find a new interest in a career they hadn't considered before. We therefore encourage all of our students to go into this experience with an open mind.

If you have any questions, please do not hesitate to contact me.

With many thanks in advance for your help,



Miss V Cannam
Head of Careers
vcannam@thomaskeble.gloucs.sch.uk