

October 2025

Dear Parent/Carers

RE: YEAR 10 WORK EXPERIENCE: 9th MARCH – 13th MARCH 2026

After a successful Work Experience during March 2025, we are looking to offer this opportunity again to our Year 10 students. We believe that this provides a valuable opportunity for students to develop their understanding of the world of work and also skills for future careers.

The dates are the 9th – 13th March 2026, Monday to Friday on placement with an employer. The school will not approve any virtual work experience, every opportunity must be in person. There will be no other dates offered for work experience during school time in order not to impact on the school curriculum, but students can always find their own opportunities during the school holidays.

We are offering parents two options for Work Experience this year as we feel this gives students the greatest incentive to find a placement that is an opportunity they really want to do. We will not be offering an option for students to select opportunities from a database as we want students to take more responsibility for ensuring they make the right choice.

1. If your child wants to come to work with either parent for the whole week that would be option one. For this type of work experience your child would be your sole responsibility. We would ask you to complete paperwork which states this is the case and this would naturally have to be approved by your employer (form attached) before this could be approved. The deadline for the return of this form is the **9th January 2026** – to Mrs Martin in the Careers Office at Witchford Village College.
2. The second option is for students to find their own placement and we are using the Careers Platform Unifrog in order to process the paperwork (information attached). This is an online system and all Year 10 students have a log on in order to access this. The electronic paperwork needs to be completed by the employer, parent and student also by the **9th January 2026** and the placement is only approved when this is completed.

At Witchford we are very proud of the relationship we have built up with local employers through Work Experience and are convinced that this is an extremely valuable educational experience. We hope that your son/daughter will benefit in the same way as many others have in the past.

Yours faithfully

Mrs J Martin
Head of Careers
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