

22nd January 2026

Dear Year 10 and your Parents and Carers

Re: Year 10 Work Experience

The Work Experience window for Year 10 is open now until the October Half term of Year 11. This is a great chance for you to find out about local job opportunities as well as exploring the roles and employment sectors available to you in the future. It is also extremely exciting.

You may not know what job you want in the future, but work experience allows you to explore ideas, gain an understanding of how jobs fit together and contribute to the success of a business. It can also help you to identify careers you don't want to do. My advice is always follow your passion and play to your strengths.

While I know you have discussed the Work Experience process in PHSE+ I thought it would be useful for you to have a reminder of the key points so you can begin planning for your experience.

You will need to find a placement yourself.

- You can do work experience from January of Year 10 until October Half term of Year 11. Once the details have been added to Unifrog and approved by the school, we will authorise up to five days Work Experience.
- Work experience can be taken in one block, or spread over a number of days – however it must be of sufficient length to allow you to gain an insight into the career.
- You can do Work Experience anytime within the January 2026 to October 2027 window, except for the following dates. **Week commencing 15th and 22nd June 2026 (Year 10 Assessments) and week commencing 6th July 2026 (Mock interviews and Careers Conference).**
- You can also do work experience in the holidays of course.

Once you have found a placement follow these simple steps...

- Log onto your Unifrog account. Click PLACEMENTS this can be found on the Home page.
- Click + ADD NEW PLACEMENT
- Choose IN PERSON and complete the information. Select Mrs Jerrold (Year 10) as the Placement Coordinator
- When you have completed all the information, click FORM FINISHED and then ADD PLACEMENT
- The Unifrog system will then email the employer, the Parent/Carer, and the school, to collect the necessary information and permissions. For the process to work, it's essential that students add the initial information about the placement accurately. Especially selecting the in-person work experience.

Farlingaye High School, Ransom Road, Woodbridge, Suffolk IP12 4JX | Tel: 01394 385720 | mail@farlingaye.suffolk.sch.uk



- Once the permissions have been confirmed \$Forename\$ will receive an email confirming Work Experience has been authorised.
- It is important that \$Forename\$ uploads the details to Unifrog as soon as they can to ensure that Parents/Carers, Employers and the School have enough time to complete the necessary forms. **Depending on how quickly employers respond this process can take up to two weeks.**

If the Unifrog process is not complete and authorisation is not given by school prior to the start of the work experience, the absence will not be authorised.

If you have any questions, or students are unsure of their Unifrog login, they can ask their Form Tutors, take a look at the Careers notice board in Learning Resources, visit the School [website](#) or contact the Work Experience team at workexperience@farlingaye.suffolk.sch.uk.

Students can also speak with Mr Krasonis and Mrs Jerrold, for help with logging their placement on Unifrog and contacting employers. You may also wish to follow us on Instagram [@farlingayecareers](#)

[Unifrog](#) is an award-winning online Careers platform, it creates a detailed log of Students' Careers history which they can continue to engage with once they complete their school and Sixth Form studies. We would encourage you to ask \$Forename\$ to show you how the platform works.

Your sincerely,

Mr G Krasonis

Careers Leader & Advisor

workexperience@farlingaye.suffolk.sch.uk