

21st September 2026

Dear Parent/Carer,

I am writing to inform you that we would like all students in Year 10 to undertake 5 days' work experience from **Monday 1st February 2027 until Friday 5th February 2027**.

Work experience aims to provide all young people with an opportunity to:

- obtain a wider awareness of the world of work as part of their general education
- learn outside the classroom
- increase their economic understanding
- relate their studies to the world of work and training.

Students are already aware that they need to find a placement for this week, and we are writing to ask you to encourage your student to find a placement – this could be through their personal/family contacts or by students contacting places, businesses or companies that interest them. I have attached a suggested template for this that could be used in a letter or email form.

If you or your child would like some additional information or advice about who they could contact for a placement, please encourage them to speak with their tutors or contact me at school.

We also have work experience drop-in sessions taking place on Wednesday's from 3pm – 4pm in CE09, where I will be there to provide support and guidance in securing placements.

Once your student has found their placement, they will need to add the placement details onto Unifrog so that I can begin the necessary health and safety forms. Students have until the 18th December 2026 to find a placement.

Students will not be able to take part in a placement without a their placement being signed off on Unifrog.

During the placement, members of school staff will ensure students are attending, and the placement is going well.

If students do not find a placement, then they have to attend school as normal, however we would like all students in year 10 to complete work experience, as it offers such huge benefits to the students.

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Alisha McBeam
Careers and Pathways Lead
The City Academy Bristol
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Grit, Honesty and Team Spirit

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UniFrog: Supporting Your Child's Future

Your child's one-stop platform for careers, opportunities and future planning

We are delighted to be introducing UniFrog to our students as part of our work experience and careers programme.

UniFrog brings together information, tools and opportunities to help students explore their interests, discover possibilities and plan their next steps — all in one place.

5 things parents & carers need to know

1. It helps students explore their future

UniFrog allows students to explore careers, university, apprenticeships, further education and other pathways. It is particularly useful for students who are not yet sure what they want to do.

2. It supports work experience

Students can use UniFrog to explore and engage with work experience opportunities, while recording what they have learned and the skills they have developed.

3. It helps students understand themselves

Through activities, quizzes and research tools, students can explore their interests, strengths, skills and aspirations and see how these might connect to different careers and pathways.

4. It keeps important information together

Students can build a record of their experiences, achievements and activities, helping them reflect on their development and prepare for future applications.

5. You can be part of the journey

Parents and carers will soon have their own access to UniFrog, giving you an opportunity to see what your child is exploring and have meaningful conversations about their future.

What will I be able to see?

Once your parent/carer account has been activated, you will be able to access relevant information about your child's UniFrog journey.

This may include areas such as:

- Their interests, skills and aspirations
- Careers and pathways they are exploring
- Opportunities they have saved or are considering
- Completed activities and interactions
- Information relating to their work experience and wider experiences
- This gives you a helpful starting point for conversations about what interests your child, what they have discovered and what they might like to explore next.

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When will I get access?

Parent/carer access will be available soon.

You will receive further information from the school explaining how to activate your account and access UniFrog. Please look out for this communication.

UniFrog isn't about having everything figured out. It's about helping students discover what is possible.

We encourage all parents and carers to make the most of their access and explore UniFrog together with their child.

More information about accessing your parent/carer account will follow shortly.

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