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Dear Parent/Guardian,

Re: Y10 & Y12 Work Experience

We are pleased to inform you that Work Experience for Year 10 and Year 12 students will take place from **Monday 12th July to Friday 16th July 2027**. Work Experience is a valuable opportunity for students to gain insight into the world of work, develop key employability skills and explore potential career pathways. It plays an important role in helping students make informed decisions about their futures.

Student Placement Expectations:

As in previous years, students are expected to source their own placement. This encourages them to take ownership of the process and seek opportunities that align with their interests and aspirations. We encourage families to begin discussing possible placements now, as many employers require significant notice and competition for places can be high.

Placements can be in a wide variety of sectors, and we recommend considering family contacts, local businesses and organisations that may be willing to support young people during the placement week.

To support students throughout this process, we use **Unifrog**, our online careers platform. Unifrog is used to log and manage work experience placements electronically. The platform enables students to record placement details, employers to complete required documentation and upload relevant certificates, and parents/carers to provide consent online. This ensures a clear and efficient process for all parties involved.

Students can also use Unifrog to research careers, explore employment sectors, access employer opportunities and reflect on how their work experience connects to their future aspirations. Further guidance on using the platform and logging placements will be provided in school over the coming months.

Parents and caregivers will soon be able to create a **Unifrog parent account** linked to their child's profile, allowing them to access useful careers information, resources and progression opportunities to support discussions about future plans. Further information and guidance on setting up parent accounts will be shared in due course.

Attached to this letter is an email template to support students, parents and caregivers when contacting employers regarding possible placements. We encourage students to begin using this template as they start exploring opportunities. We also recommend using Unifrog's parent and caregiver [careers conversation resource](#) to support discussions at home about future pathways and employment opportunities.



If you have any questions or concerns regarding Work Experience or the use of Unifrog, please do not hesitate to contact the Careers Team.

Thank you for your continued support.

Yours sincerely,

Kimberley Booth

Careers Lead

Work Experience Enquiry Email Template

Subject: Work Experience Placement Enquiry – [Your Name]

Dear [Recipient's Name],

My name is [Your Name], and I am a Year 10/Year 12 student at [School Name]. I am writing to ask if your organisation offers work experience opportunities for students.

Our school's work experience week runs from **Monday 12th July to Friday 16th July 2027**. I am very interested in gaining experience in [industry/role] because [brief reason why you're interested].

If possible, I would love the chance to learn more about your work and contribute where I can. Please let me know if you require any further information from me.

Thank you for considering my request. I look forward to hearing from you.

Kind regards,

[Your Full Name]

[Contact Details: Email & Phone]