



22nd September 2025

Dear Parents/Carers,

Year 10 Work Experience 19th-23rd January 2026

As part of the Academies' Careers Education, Advice, Information and Guidance programme, it is our intention for all Year 10 students at Avonbourne Academies to participate in a week of unpaid work experience between 19th – 23rd January 2026.

We believe that work experience will give students an authentic experience of working life and create a space for them to think about what they would or would not like to do in the future. A work experience placement will also provide students with the opportunity to develop their character and core skills, through working with other people, meeting different expectations, and solving problems, including planning transport to and from work.

Students (with the support of their families) should source their own work experience placement. For any student who is unable to source their own work experience placement the careers team may be able to support, but please note we have limited resources so cannot guarantee a placement will be found. We are therefore asking for your support in organising a quality work experience placement for your child. You may want to approach your own employer, friends, family or contacts who work in sectors which are of interest to your child. Alternatively, you may want to support your child in making an approach to an employer that is of interest to them, to ask if they would be willing to offer a week's work experience. If a student is unable to secure a work experience placement, they will need to attend school.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Within their tutor programme, Year 10 students will be guided on how to use Unifrog to log their placements and how to write a covering letter/email. They will also be advised on local companies that they can approach. Students have already logged into Unifrog at the beginning of term and should know their login details.

Key Information:

- Students need to agree the placement with the employer **first**, and then students will start the process by adding the placement to their Unifrog account (they will find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carer, and the school, to collect the necessary information and permissions. **It is therefore essential that students add the initial information and contact details for the placement accurately.**

The deadline for uploading their placements to Unifrog is Friday 28th November.

Principal: Michelle Dyer



Avonbourne Boys' & Girls' Academies

The best in everyone™

Part of United Learning

Respect - Equality - Ambition - Community - Hard Work & Determination



Further information:

- Unifrog have created a set of useful guides which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the entire process works).
- The legalities of work experience can be found on [this link](#).
- The PowerPoint launching work experience to students can be found [here](#).

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, please contact careers@avonbourneacademy.org.uk

We wish you the best of luck with supporting your child to find a placement.

Yours sincerely,

James Goldsmith
Vice Principal

Principal: Michelle Dyer

Avonbourne Boys' and Girls' Academies are part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Avonbourne Boys' and Girls' Academies
Harewood Avenue
Bournemouth
Dorset
BH7 6NY

t: 01202 398451
e: office@avonbourneacademy.org.uk
w: <http://www.avonbourneacademy.org.uk>