

AFR/JJA

06 October 2025

Dear Parent / Carer

RE: YEAR 10 WORK EXPERIENCE – MONDAY 29 JUNE – FRIDAY 03 JULY 2026

We are writing to provide details concerning the work experience that Year 10 students will be taking part in later this academic year. Work experience is an essential part of Year 10 and forms an element of the work-related learning that students undertake at Key Stage 4. It can develop personal and social skills and improves chances of gaining employment. I, therefore, strongly recommend that you talk to your son/daughter about what they would like to do and advise / support them in this process.

All work experience placements are self-sourced. This means that the students, assisted by parents / carers, will need to search and arrange their own work placement. The Careers Department is available to support this process and over the coming months, will be working closely with the students to ensure successful applications. There are over 200 students at The Gateway Academy who will be looking for work experience, so we cannot emphasise enough the importance of starting to look **now**.

When looking for a placement, it could be with a family member or family friend at their own work place, or alternatively, in an organisation that the student really wants to work in – these tend to be the most successful placements. Potential employers will also need Employer Liability Insurance and meet Health and Safety standards. Work experience is mandatory for all Year 10 students and during this week there will be no Year 10 lessons at The Gateway Academy. Non-attendance at work placements will be treated exactly the same as non-attendance at school. If the school incurs extra costs by the student deciding to change their arranged work placement, parents / carers may be required to pay these costs.

This is a very exciting and important time for Year 10 students and we have numerous wonderful success stories from previous years. In the past, students have been offered extended placements, part / full time employment and apprenticeships.

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 and Safety Policy, as well as getting agreement from yourselves for the placement to go ahead.

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The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.

Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



Some important logistics:

- Students need to agree the placement with the employer **first**, following this they will add this to the placements tool on their Unifrog homepage.
- The Unifrog system will then email the employer, the parent / carer and the Academy, to collect the necessary information and permissions. For this process to work, **it is essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements and here is the link for parents/carers. <https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool> - How to use the Placements tool.

Next steps:

- Please read the placement guides on Unifrog and then start contacting possible hosts for your child's placement as soon as possible.
- If you have any questions with regards to the Year 10 Work Experience, please do not hesitate to contact me, the Academy's Careers Coordinator, via email at anna.fuller@theglc.org.uk or on telephone number 01375489025.

We wish you the best of luck with supporting your child to find a placement. Please make use of Unifrog's guides to help you. If there are specific employers you would like assistance in reaching, please do not hesitate to contact me for guidance.

Yours sincerely



Mrs A Fuller
CAREERS ADVISOR