

September 2025

Dear Parent / Carer



Year 10 Work Experience – Monday 2nd February – Wednesday 4th February 2026

From the 2nd to 4th February 2026, all Year 10 students will complete a three day work experience placement.



At Cowley International College, we believe that work experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of potential career pathways, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.



Each student will be expected to arrange their own placement. The placement does not have to be directly linked to their possible career path; the aim is to provide experience of a workplace and help to develop their employability skills.

Once a placement has been found, the relevant sections of Unifrog need to be completed. Please see the attached 'How to ' guide, to help you navigate your way around this tool. The Careers Team will be available to help you and your student, should you experience any problems in using Unifrog. Please email or contact the school office and we will respond as soon as possible.



Although February seems a very long time away, there is a lot of work to do behind the scenes, including health and safety assessments and insurance checks. Therefore, we would be very grateful if all relevant documents could be completed by **Friday 5th December 2025**.



Students will not be allowed to complete their work experience without a completed work experience form and successful placement checks.



Please note there are certain work experience opportunities not allowed, for example lone working with one adult, construction on sites, and public service employers such as NHS, Fire and Police do not take young people from school on work experience.



If you have any concerns about your child completing work experience, or any problems accessing Unifrog, please do not hesitate to contact Mrs. Smith from the Careers Team.

Yours sincerely
Mrs. K. Smith
Careers Lead

