



Dronfield Henry Fanshawe School

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Success with Care

Headteacher: Mr M. J. Cooper

Ref LB



Date: 8th September 2025

Dear Students/Parents/Carers,

Year 12 Work Experience July 2026

We are writing to inform you of the school's plans regarding work experience for Year 12 students next July along with our work experience programme on Unifrog. All year 12 students should have received an email from Unifrog with details on how to create an account.

Work Experience should be seen as an important part of the curriculum for all our students. Placements will be for **one week commencing Monday 13th July 2026**. It should not be looked at as training for a particular occupation or the first step of sampling a chosen career. It should be viewed as an integral part of the process of preparing young people for the world of work. This involves detailed preparation and involves the socialisation of students into an entirely different environment to that of the school. It should be an interesting and stimulating period that enables the students to gain an insight into employment. Work Experience is therefore of increasing importance as the employment world is forever changing. In addition, academic and vocational education should now complement each other to support the development of a flexible and adaptive workforce.

In preparation for work experience we are asking you to discuss with your child which occupational area they may wish to undertake their work experience placement in. They are expected to source their own placement and complete the Unifrog placement form by **Friday 1st May 2026**. Although the necessary legal and health and safety paperwork remains the same on our part, by setting up their own placement the student can gain many useful skills. Some placements may require a student interview. All students must liaise with Mrs Broomhead or Mrs Wright continuously to ensure that their placement is organised by Friday 1st May 2026.

Support is available to every student if required. Please contact lbroomhead@dhfs.uk or lwright@dhfs.uk or alternatively, students are encouraged to visit either myself or Mrs Wright to discuss their options and possible placements. Not only is the educational and career development of your child very important to us, so is their wellbeing, health and safety.

Finding out more:

- Unifrog have created a set of guides about placements 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 whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parents / carers, and the school, to collect the necessary information and permissions. For the process to work, it's essential that students add the initial information about the placement accurately.
- **The deadline for getting initial application forms on the Unifrog system is 4pm Friday 1st May 2026.**

Yours faithfully,

L. a. Broomhead

Mrs L Broomhead
Work Related Learning & Events Coordinator
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