



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mr P McCaffery

December 2025

Dear Parent/Guardian

YEAR 10 WORK EXPERIENCE WEEK – 13th-17th July 2026

From the 13th-17th July 2026, all year 10 students will take part in a work experience week. Students will have an assembly on Work Experience on the 8th January and parents/guardians are invited to a virtual Zoom Meeting on the 12th January at 7.30pm as below but in the meantime, please start to seek a placement and gather the details on the attached Work Experience Placement Form.

Mrs A Duffy is inviting you to a scheduled Zoom meeting:

Topic: Year 10 Work Experience
Time: Jan 12, 2026 07:30 PM London
Join Zoom Meeting

<https://us06web.zoom.us/j/88335983081?pwd=m3usaUR0L6WmGIFsx5NtJ9TQ4SQMiq.1>

Meeting ID: 883 3598 3081
Passcode: 662766

As the school finishes at 12.30 on Friday, 17th July we would request that placements finish at this time. Any placements continuing after this time will be an agreement between the parent/guardians and employer and parents/guardians must provide the employer with an emergency contact telephone number. Bedford is working in association with Unifrog, an online Careers platform, for our work experience this year and it is important that we have a named parent/guardian and parent/guardian email address.

Students can access Unifrog immediately and parents/guardians can create an account and we have provided some information to get started.

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 a potential career pathway, 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 and within day time working hours. 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 develop their employability skills. The attached Work Experience Placement form includes all of the necessary information you/your child needs to add a placement on to Unifrog.

Once your child has found their placement and obtained all of the information on the Work Experience Placement form, they will log into the Unifrog platform to add a placement. Although July 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 you could help your child to source their own placement by 11th February 2026.

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

enquiries@bedford.wigan.sch.uk

www.bedfordhighschool.co.uk



@BedfordHighSch



@Bedford High School Live



Artsmark
Platinum Award
Awarded by Arts
Council England



The Unifrog platform will satisfy the school that the placement is appropriate, there are adequate safety precautions and it appears to be a safe working environment with a good level of supervision and guidance given to students. An insurance check will be done with the owner or supervisor to ascertain if the company has Employer Liability Insurance (ELI) and Public Liability Insurance (PLI) in place. The information gathered is used solely for the purpose of ensuring our students are safe whilst on their placement and is not passed on to any third parties.

There are certain work experience opportunities not allowed, for example lone working with one adult, travelling in a car or a van, construction on sites and public service employers such as NHS, Fire and Police do not take young people from school on work experience.

The organisation providing the work experience placement must have both Employer Liability Insurance (ELI) and Public Liability Insurance (PLI). If you wish your child to have a placement with a mother, father or guardian and they do not have Employer Liability Insurance (ELI) this *may be* considered – please complete and return the Work Experience Placement Form to form teachers.

Students will not be allowed to complete their work experience without successful placement checks.

UNIFROG CAREERS PLATFORM

Please find attached Unifrog Step By Step Process and instructions.

Students will have received an email from Unifrog (email: noreply@unifrog.org) and they will click on the link to log in to Unifrog, they do not have to create a password they can choose 'LOG IN USING YOUR MICROSOFT ACCOUNT'.

TO CREATE A PARENT/GUARDIAN ACCOUNT:

Click on the website link <https://www.unifrog.org/parent>
Option to sign in directly with Google or Microsoft if you have an account or enter an email address and 'open account' but note the email address must match what we have on our school system.
Any problems, email careers@bedford.wigan.sch.uk.

SUPPORTING DOCUMENTS ATTACHED:

1. Unifrog – Introduction & Step by Step Process.
2. Work Experience Placement Form (*this should only be returned to school if the placement cannot be input on Unifrog*)
3. Work Experience Information Booklet for students with information to help them which also includes a letter to show to employers.
4. Letter for employers – attached separately on letterhead.

There is a dedicated page for Year 10 Work Experience on our website with all of the documentation or you can email the careers team at any time - careers@bedford.wigan.sch.uk.

Your sincerely

A Duffy

A Duffy
Assistant Headteacher & Careers Leader