

Harris Church of England Academy

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Headteacher Mrs Roberta Harrison



October 2025

Dear Parent/Carer

Year 10 Work Experience

As part of the Work Related Learning (WRL) Curriculum, Year 10 students are required to take part in work experience with local businesses. To represent the Academy in a working environment is a privilege and one that our students are always proud of and enjoy tremendously. This is a fantastic opportunity and this year, our aim is that 100% of our year 10 students attend a work experience placement.

Work experience will take place **between Monday 18 May and Friday 22 May 2026**.

Students are encouraged to find their own placements by thinking about occupations and areas of industry that they are interested in and by contacting relevant companies. Obtaining a placement is part of the work experience process and we would be grateful if you could support them in doing this, although not do it for them. If you are able to offer work experience, or the name of contacts that could be taken up by another student, please let us know.

However we do understand that at times, the student may struggle to find a placement. If you and your child are struggling, please contact us via careers@harriscofeacademy.co.uk and we will support them in finding a placement.

In terms of finding a placement, some conditions exist which students should adhere to.

- No out of county placements, which require an overnight stay
- Placements should be of a 1 week duration only.
- Placements should be between the above dates.

Once students have identified a suitable placement, they must enter their placement details on to UNIFROG in the PLACEMENT box. This is our new work experience management tool and is a web based app.

It is essential that we have all placement information submitted on to UNIFROG by FRIDAY 30th APRIL.

Please be aware that if these deadlines are not met, we cannot therefore guarantee health and safety checks on the placement. Consequently, we will not permit that student to go on work experience and they will have to attend school during this period.

Yours sincerely

Mrs A Ellwood
Careers Adviser



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