

8th September 2025

Dear Parents and Carers

Year 10 Work Experience Programme - Monday 27th April to Friday 1st May 2026

As part of our ongoing commitment to delivering a robust careers provision, Campion School is pleased to offer a work experience opportunity for Year 10 students. This initiative is designed to support students in exploring potential career paths and understanding how the school curriculum connects to real-world workplaces.

Engaging with professionals and experiencing workplace environments has been shown to significantly enhance students' employability skills and broaden their awareness of the world of work.

The work experience programme will run for five days, from **Monday 27th April to Friday 1st May 2026**.

To foster independence and encourage the development of job-seeking skills, students will be responsible for identifying and contacting potential employers to secure their own placements. In preparation for this, they will receive guidance and support on how to approach employers effectively.

To manage the administrative aspects of the programme, we will be using **Unifrog**, the school's online careers and destinations platform. This system allows employers to submit essential documentation, including their Employer's Liability Certificate, Risk Assessments, and Health & Safety Policies.

Please note that students must secure a placement before beginning the process on Unifrog.

Once a placement has been confirmed, students should log into their Unifrog account (<https://www.unifrog.org>) and enter the employer's details, along with your contact information, by selecting "Go to tool" in the Placements section of the homepage.

During this process, students will be asked to provide their date of birth and any relevant additional needs (e.g. medical requirements). These details will be shared with the employer to ensure appropriate insurance coverage is in place.

It is essential that all information entered is accurate. To support this, an assembly will be held to guide students through the key steps of the Unifrog process.

Once the initial details are submitted, Unifrog will contact the employer to request the necessary documentation, followed by a request to you for consent. The completed documents and consents will then be forwarded to the Campion careers team for final review and approval.

Please be aware that we are unable to authorise any placement where the employer does not hold a valid Employer's Liability Certificate. Under Health and Safety legislation, students are considered employees during the placement week, and this insurance is therefore mandatory.

Interim Principal: Mrs Kim Bradley-Smith

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Campion School
Kislingbury Road
Bugbrooke
NN7 3QG

t: 01604 833900
e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk

To ensure timely approval, all documentation must be completed and submitted by **Friday 20th March 2026**.

For further guidance on Unifrog and the placement process, resources for parents and guardians can be found at www.unifrog.org/placement/parent-guides

If you have any questions or require additional information, please do not hesitate to contact me on 01604 833900, or alternatively, email careerslead@campionshool.org.uk

Thank you for your continued support.

Yours sincerely

Mrs N Capon

Careers Lead

Interim Principal: Mrs Kim Bradley-Smith

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