



Hardenhuish School

A High Performing Academy

13th October 2026

Dear Parents/Carers

Year 12 Work Experience: Monday 12th – Friday 16th July 2027

Dear Parent/Carers,

Following on from the recent Year 12 PIAG (Parent Information, Advice and Guidance), I am writing to confirm details of our Year 12 Work Experience (WEX) programme.

WEX is an important part of our school careers programme and plays a valuable role in helping young people explore future pathways, develop key employability skills and gain confidence in a real-world working environment.

Work Experience (WEX) Week

Hardenhuish WEX Week will take place from **Monday 12th to Friday 16th July 2027**. During this week, the normal timetable will be collapsed for Year 12, with the expectation that all students will be out of school taking part in work experience.

While we encourage students to arrange their placement during WEX Week wherever possible, we can offer some flexibility with dates in the Sixth Form. If a valuable placement opportunity is available outside of these dates, please have a conversation with us. Provided it does not clash with key school dates or commitments, we are usually able to approve alternative arrangements.

Year 12 students received an introductory assembly this week to launch WEX and should now begin the process of finding their own work experience placement, with support from home where needed. Please find attached the assembly presentation, which includes ideas for different industries and types of placements to consider. We strongly recommend that students start approaching employers as soon as possible to give themselves the best chance of securing a suitable placement.

Further advice for parents and carers can be found here: [How to help your child find a work placement : Unifrog Placement Guides](#)

Unifrog and the Placements Tool

We manage the administration of our WEX programme through the digital careers platform Unifrog (www.unifrog.org).

Students have their own Unifrog account and will use the **Placements Tool** to log their work experience placement. As part of this process, Unifrog will collect the necessary information from the employer, including details relating to risk assessment, health and safety and insurance. Parents/carers will also be asked to provide consent for the placement.

You can find out more about this process here: [What parents need to know about the placements forms : Help library](#)

What students need to do next

All Year 12 students have now been sent a Unifrog welcome email to their school email address, asking them to log in to their account. They have also been set a task on 'Show My Homework' to introduce them to the careers resources available on Unifrog and show them how to use the WEX Placements Tool.

For the Placements Tool process to work smoothly, it is essential that students enter the correct information on their initial form, particularly email addresses, as these are used by Unifrog to contact both the employer and parent/carer.

Students will need:

- Employer contact name
- Company address, where the placement will take place
- Employer email address, with the spelling carefully checked
- Parent/carer email address, with the spelling carefully checked

Parent/Carer Consent and Additional Needs

Unifrog will require your consent for your child to participate in WEX. The consent email will come from noreply@unifrog.org.

At this stage, you will also have the opportunity to provide details of any health conditions, dietary needs or learning requirements that the employer should be aware of. Sharing this information in advance will help the employer make any necessary arrangements and provide a safe and inclusive experience for your child. Please respond to the consent form as soon as you receive it, as the placement cannot proceed without parent/carer consent.

Placement Deadline

All placements must be logged by students on the Unifrog Placements Tool by **Monday 12 April 2027** (first day back after the Easter break)

We strongly encourage students not to wait until the deadline and to begin contacting potential employers as early as possible.

Support

Support is available in school for students who need help choosing or finding a placement. In the first instance, students can speak to their tutor or Year Office.

Our wider school WEX team is Mrs Silverton (Careers Lead) and Mrs Gardyj (WEX Administrator). We can be contacted at wex@hardenhuish.sch.uk, or students are welcome to speak to us in person during break or lunchtimes.

We hope your child will find the WEX programme a valuable and enjoyable experience. If you have any questions or need any support with the process, please do not hesitate to get in touch.

Yours sincerely

Mrs Naomi Silverton
Careers Lead