



Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL.

Tel: 0151 924 6451 Fax: 0151 932 1417

Headteacher: Mr M Symes BA(Hons), NPQH

Tuesday, 16 June 2026

Dear Parent/Carer,

All students currently in Year 10 are going to be on work experience for one week during the first term of Year 11. The dates are **7th to 11th September 2026**. In this period there will be no classes running for Year 11; each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, develop skills and enhance their CV. We know it can be one of the most transformational experiences young people have during their education.

Students, with the support of their families, should source their own work experience placements. The careers guidance team will be on hand to assist pupils needing additional help. If you would like a contact list of employers who have previously agreed to host a pupil please email Megan at m.burgess@holyfamilyhighschool.co.uk

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead. Once you have decided on a placement you can easily log it on Unifrog.

Next steps:

- There will be an information assembly for **parents** on **Wednesday 24th June at 5.30pm** in the school hall.
- There will be an information assembly for **pupils** during their normal form time.
- Please read the [placement guides](#) on Unifrog and then start contacting possible hosts for the placement.
- If you have any questions about using the Unifrog website, contact Claire Powell c.powell@holyfamilyhighschool.co.uk
- If you have any questions about finding placements, email Megan Burgess m.burgess@holyfamilyhighschool.co.uk

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). Please aim to do this by **Wednesday 15th July**.
- Pupils have used Unifrog in PD lessons and should know their password. Their username is their school email. If they have forgotten their password they can click the 'reset password' option, enter their school email address and this will send a reset link to their school email address

- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.

Finding out more:

- Unifrog have created a guide for parents which you can find [here](#).
- We then recommend you then visit [this](#) page, which will explain how to use Unifrog
- Next, we recommend looking at [this one](#), because it includes advice on how to find a placement

We wish you the best of luck with supporting your child to find a placement. Please do use Unifrog's guides to help you.

Kind regards,
Claire Powell
Senior Leader i/c Careers