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St Michael's
Catholic Academy

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BHCET Chair of Directors: Yvonne Coates

14 January 2026

Dear Parents and Carers,

Year 10 Work Experience – June 2026

I am writing to you to launch our Year 10 work experience programme for 2026. Work experience is a key part of high-quality careers education in England. As part of the Gatsby Benchmarks for Good Career Guidance, all students should have first-hand experiences of the workplace to help them understand different career pathways and develop employability skills. This is known as Gatsby Benchmark 6: Experiences of Workplaces.

Work experience helps students build confidence, understand the world of work and develop key employability skills. It also supports careers education and helps students make better choices for their GCSEs, post-16 pathways and future careers. Students develop important skills such as communication, teamwork, problem-solving and independence. It also helps them to understand different careers and make more informed choices about their future education and employment. All Year 10 students are expected to take part in work experience.

Work experience will take place on **Monday 1st, Tuesday 2nd and Wednesday 3rd June 2026**. Students can complete work experience in a wide range of settings, such as local businesses, schools, nurseries, care settings, shops, offices, trades, sports centres or other appropriate workplaces. Placements should be safe, suitable for a Year 10 student and ideally linked to a career area the student is interested in. Students are responsible for finding their own work experience placement; however, we will support them throughout the process and give guidance in school.

How do we arrange work experience?

We use **Unifrog** to manage all work experience placements:

<https://www.unifrog.org/know-how/how-to-help-your-child-find-a-work-placement>

The Unifrog Placements Tool is designed to make the process as simple as possible for students, parents, school staff and employers. It works through a series of online forms that are completed by different people at different stages. Once one form is completed, the next person is automatically notified by email, helping the process run smoothly.

Once a student has spoken to an employer and been accepted for a placement, they must complete the **Student Initial Form** on Unifrog. Time will be given in school to support students with this. Students log in to Unifrog using their St Michael's school email address. They can reset their own password if needed.

Who can support students?

Miss Gilhooley, our Careers Lead, will support students with all aspects of work experience. In addition, students can speak to their Form Tutor, Pastoral Learning Manager or Assistant Pastoral Learning Manager.



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Further information, including the presentation shown to students, can be found on our website:

<https://stmichaels.bhcet.org.uk/personal-development/parent-zone-careers>

All placements should be **found and added to Unifrog by Friday 3 April 2026**. This deadline allows us to fully support students and ensure all placements are approved in time.

Thank you for your continued support.

Yours sincerely,

Miss E Gilhooley
Careers Lead



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