



HECKMONDWIKE
GRAMMAR SCHOOL



Work Experience

Parent and student handbook

Key Information

When?

We are pleased to offer Year 10 students the opportunity to participate in a 5-day work experience placement during this academic year. Work Experience Week is scheduled for Monday, 6th July to Friday, 10th July 2026.

All students are expected to secure and attend a placement during this week. Further details about the process can be found in the accompanying booklet.

Why?

Work experience is designed to help you gain a deeper understanding of the working world while developing your self-confidence and reflecting on your personal skills. Our programme aims to provide an authentic experience that mirrors real-world work, complementing the careers activities you are already engaged in. This will support you in making informed decisions about your future.

Support?

You will receive support sessions during tutorial to guide you through the process. Additional information about finding and contacting employers is available in this booklet. It also includes instructions on what to do once you have secured your placement and details of who to contact for further support.



Work Experience Timeline

October 2025

Launch

Launch to students in assembly and accompanying sessions over the following weeks to support students in finding a placement.

October - March

Time to find a placement

Students begin contacting employers and add their placement to Unifrog once it is secured so checks can be completed.

Friday 23rd March 2026

Deadline

This is the final deadline for students to add their placement to Unifrog. Support will be available from the careers team in school.

Monday 6th July - Friday 10th July

Placements take place

Students attend their placement for one week and complete.

Finding a placement

Finding work placements can be challenging, especially if you don't live in a large city. Rather than searching for the perfect role, focus on finding a placement where you can develop valuable skills.

Sector

Focus on the career sector rather than a specific job title. For example, if you aspire to be an anaesthetist but can't find a placement in that role, consider other healthcare positions. You might gain valuable experience by working at a dentist's office, nursing home, or GP clinic.

For sector-specific work placement ideas, check out the Get on the Ladder series available on Unifrog.

Skills

You can also focus on skills that are transferable across different fields. For example, if you want to be a flight attendant but can't find a placement, consider customer service roles, as both require strong interpersonal skills.

Can it link to your favourite subject?

You can also seek out experiences related to the school subjects you enjoy.

Here are some ideas:

- **History:** museums, archive offices, historic sites
- **Art/Design:** galleries, workshops, branding firms
- **Drama:** theatres, talent agencies, event spaces
- **English/Languages:** newspapers, publishing, libraries
- **Science/Engineering:** research labs, energy companies, science museums
- **Medicine/Biology:** pharmacies, hospitals, dental offices
- **Computer Science:** IT companies, tech startups, school IT departments
- **Maths:** banks, accounting firms, insurance companies
- **All subjects:** schools, local blogs, supermarkets, libraries

Remember – All experience is valuable experience!



Finding and messaging an employer

1 Be realistic

Big companies often require prior experience and may not accept students without it. Instead, consider reaching out to small businesses or people within your network. Family, friends, or teachers might have valuable contacts to help you get started.

3 Contact the placement yourself

Once you've found a placement, reach out to them yourself—avoid asking parents, caregivers, or teachers to do it on your behalf. Be sure to write a polite and professional email or letter. A template is provided below.

2 Seek support early

You can also talk to the careers team, who maintain a list of places where students have previously gained experience. This could give you some helpful ideas about potential contacts.

4 Phone or email

When contacting a placement, be professional whether you phone or email. You can use the email template provided below. If you don't hear back within seven days, be sure to follow up.

Email Template

Subject: Request for Work Experience Placement

Dear **[Please research to find the name of the person responsible for work experience]**,

I am a Year 10 student at Heckmondwike Grammar School, currently studying GCSEs in **[list your subjects]**.

The school's work experience week runs from Monday, 6th July to Friday, 10th July 2026. I am writing to ask if it would be possible to complete my placement at **[company name]**. I am keen to gain experience in **[chosen field]** because **[explain why you are interested in this placement/company]**.

In my spare time, I enjoy **[list relevant hobbies or interests]**. Additionally, I have some experience in/am a member of **[mention any groups, clubs, previous work experience, or jobs]**.

I look forward to your response.

Kind regards,
[Your Name]

Phone Call

If you are making a phone call, be polite and professional. Be sure to mention where you are calling from and ask if the dates for work experience are available. Collect all relevant details listed below.

Adding your placement to Unifrog.

When you have found a placement you need to collect the following information from your employer in order to complete the form on Unifrog.

- **Name of business**
- **Placement address**
- **Employer placement lead name**
- **Employer placement lead email**
- **Employer placement lead phone number**

You will also need the details of a parent/guardian to add to the form as they will also need to complete a form to grant permission for you to attend the placement

- **Parent/Guardian name**
- **Parent/Guardian email**

Once you have gathered this information, you need to add your placement to Unifrog, guidance on how to do this is available in the document [HERE](#)

Once your placement is added to Unifrog, there is nothing else you need to do. The employer will need to complete a form that will then be checked by staff in school. Following this, your parent/guardian will also complete a consent form which will be sent to the parent email you provided.

If there are any issues with anything to do with your placement, your coordinator will contact you directly to help.



Where to get support

If you need support please come to B013 (careers office) and speak to your coordinator.

Mrs E Ellis

Mrs Ellis will be responsible for the following form groups.

Email: eellis@heckgrammar.co.uk

A portrait of Mrs E Ellis, a woman with red hair, wearing a black top, framed by a yellow and white curved border.

10B1

10B2

10H1

10H2

Mrs J Haigh

Mrs Haigh will be responsible for the following form groups.

Email: jhaigh@heckgrammar.co.uk

A portrait of Mrs J Haigh, a woman with brown hair, wearing a black top, framed by a yellow and white curved border.

10C1

10C2

10P1

10P2