



Dear Year 10 Parents/Guardians,

Following yesterday's launch assembly (see attached), we are excited to announce the launch of our Work Experience Programme for Year 10 students, which will take place from 11th to 15th May 2026. This is a valuable opportunity for students to gain insight into the world of work, develop essential skills, and explore potential career paths.

Supporting Your Child

You can play a key role in helping your child secure a work experience placement by:

- Discussing different career interests with your child and identifying areas they may want to explore.
- Helping them research potential employers and reach out to businesses or organizations that might offer suitable placements.
- Encouraging early action, as placements can be competitive, and securing one early will ensure they have the best opportunity.

Requesting Support

If you or your child need assistance finding a placement, or have any questions about the process, please don't hesitate to contact me directly at dlytham@newmillsschool.co.uk We are here to provide guidance and support throughout this process.

Key Deadlines

- Deadline for securing a placement: 19th December 2025.
It is important that students finalise their placement by this date to ensure sufficient time for administrative processes.

Forms and Paperwork

All employer forms and documents related to the placement will be managed electronically through UNIFROG. Once a placement is confirmed, the necessary forms will be sent to the employer and completed digitally. If you are struggling with entering the information on UNIFROG you may email me the details below, along with any medical/extra information required to give to the employer:

- Employers company name
- Lead employer contact name
- Lead employer contact number
- Lead employer contact email address

- Company address (where you will be working) and postcode
- Parents name and email address will also be required.

We are excited to support your child in this important step of their education and personal development. Please encourage them to take full advantage of this opportunity.

Thank you for your support.

Kind regards,

Mr Lytham

dlytham@newmillsschool.co.uk