



HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 161
27th February 2026



Dear parent / guardian,

Work Experience Placements

All students in year 12 are going to be on work experience from 13th July - 17th July 2026. In this period there will be no classes – 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, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. The careers guidance and sixth form team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

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. The placement tool is found in the exploring pathways section.

Exploring pathways

Careers library ✓ Careers favoured Go to tool >	Subjects library ✓ Subjects favoured Go to tool >	Know-how library ✓ Guides favoured Go to tool >
Courses ✗ No courses added Go to tool >	MOOC You have 2 shortlists Start >	Webinars Hear directly from the experts Go to tool >
Read, Watch, Listen ✓ Profiles favoured Start >	Placements ✓ 1 placement added. 0 completed Go to tool >	

Some important logistics:

- Students need to agree to 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).



- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find in the know-how section and searching for work experience. [Unifrog placement guides](#)
- This video helps explain how the placement tool works. [How to use the placement tool](#)
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact at clare.townsend@hgs.herts.sch.uk or the sixth form team.

Deadline:

- **The deadline for students, employees and parents to complete their sections on Unifrog is 22/05/26.**

In April we will be holding an information session regarding UCAS and work experience which will enable us to demonstrate the platform live.

As all three schools will be on WEX at the same time so we highly recommend that students start contacting potential placements sooner rather than later.

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

Kind regards,

Yours sincerely,



Ms T. Stojko
Director of Sixth Form