

# Langley Park School for Girls

Enabling everyone to thrive – acting with kindness, determination and respect.



Headteacher: Mr S Whittle, MA (Cantab), PGCE, NPQH

4 November 2024

Dear Families,

## Year 10 Work Experience (WEX) Monday 19 May 2025

I am writing to inform you that we will be running a week long, Year 10 work experience programme from **Monday 19 May to Friday 23 May 2025**.

Work experience is an important part of the Year 10 curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. Not only does it give them a good insight to the world of work, it is also a chance for them to gain a reference to use going forward. They will be able to build connections with employers which could lead to future opportunities.

**All** Year 10 students are expected to take part in our work experience programme. Students are requested to find their own placements. If guidance is needed they may come to see Miss Day or Mrs Hayden and we will be happy to offer them some support. We would strongly advise students to make contact with any prospective employers as soon as possible as other schools will be participating in work experience during this period. We attach a copy of the PowerPoint that was used to deliver the students' WEX launch assembly at the end of last half term.

We would also like to request that if the organisation that you run, or work for, is in a position to take on a student, we would be most grateful to hear about it as some students may not have a large network of family or acquaintances to approach. If you think you can help with this please email us, [wex@lpgs.bromley.sch.uk](mailto:wex@lpgs.bromley.sch.uk).

This year, we are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme. This system will streamline the process, collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as gaining consent from you for the placement to go ahead. Students need to agree the placement with the employer **first**, and then students will add the placement to their Unifrog account (they will find the Placements tool on their Unifrog homepage). **All students need to have inputted their placement details on to UNIFROG by Friday 14 February 2025.**

The Unifrog system will then email the employer, the parent/carer and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately**. Some information links and short videos to talk you through the process feature here:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

We will evaluate each placement and run all the necessary safeguarding and insurance liability checks. If any company is unable to pass our screening checks, it will unfortunately mean that the placement will be declined. Likewise, LPGS reserves the right to cancel any work experience should we feel that the student's conduct is not appropriate.

In the coming weeks, we will be running form time sessions with the students to explain more about the Year 10 work experience programme, to give them some advice on how to approach prospective employers to ask

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for work experience and to provide them with a template they can use to email or write to employers. We recommend they approach family or friends working in organisations of interest to them as their first course of action.

We appreciate that some organisations now operate on a hybrid working policy and that this may restrict the availability of placements, **may I therefore, emphasise the importance of the students pursuing placements immediately to avoid disappointment.**

Please do not hesitate to get in contact if you would like any help or further information. You may get in contact via telephone on 020 8639 5200 or via email to [wex@lpgs.bromley.sch.uk](mailto:wex@lpgs.bromley.sch.uk)

We thank you for your co-operation and wish all students happy job hunting!

Yours faithfully,

**Hayley Hayden and Wallis Day**  
**Careers Team**