

Langley Park School for Girls

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



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

16th October 2026

Dear Families,

Year 10 Work Experience – Change of date

We are writing to inform you that we have to adjust the date that our Year 10 students will take part in their work experience week, due to a clash with them sitting their GCSE Religious Studies examinations in the same week. Please accept our apologies for any inconvenience caused, especially to those who have had their placement agreed with an employer already.

Please be advised that the new dates for our Year 10 work experience programme are Monday 19th April – Friday 23rd April 2027.

As per our original letter sent out last week, all other information remains the same (see below).

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. Students will be able to build connections with employers which often leads to future opportunities.

All Year 10 students are expected to take part in our work experience programme. Students are to find their own placements and if guidance is needed, they may come to see us 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 previously.

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: wda@lpgs.bromley.sch.uk

We are using Unifrog (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, insurances 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 add the placement to their Unifrog account (they will find the Placements tool on their Unifrog homepage). **All students need to have input their placement details on to UNIFROG by Friday 12th February 2027.**

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 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: <https://www.unifrog.org/placement/guides>

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.

Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE

Tel: 020 8639 5200 • info@lpgs.bromley.sch.uk • www.lpgs.bromley.sch.uk

Part of Impact Multi Academy Trust. Registered Office: Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE
A company limited by guarantee registered in England and Wales with number 07697400



Artsmark
Gold Award
Awarded by Arts
Council England



WE HAVE
ACHIEVED



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 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 a hybrid working policy and that this may restrict the availability of placements, **may we 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 wda@lpgs.bromley.sch.uk

Once again, apologies for making the change and any inconvenience caused by this. We thank you for your co-operation and wish all students happy job hunting!

Yours faithfully,

Mrs Hayden
Trust Careers Lead

Miss Day
Careers Advisor