



# WEEK COMMENCING 30 MAR

## Easter Special

As we reach the end of a busy and successful term, it is a great opportunity to reflect on all that has been achieved through our careers programme. From engaging events to inspiring speakers, our students have continued to show enthusiasm, curiosity and commitment to their future pathways.

Over the past weeks, students have taken part in a range of activities designed to broaden their horizons and develop key employability skills.

Highlights have included British Science Week and International Women's Day. These experiences are invaluable as Year 10 and Year 12 prepare for their upcoming work experience placements in July.

We have also been delighted to welcome a range of guest speakers, offering insight into diverse and exciting career journeys. These opportunities allow students to ask questions, make connections, and better understand the world of work.

Looking ahead, there are still many opportunities available to students, including virtual events, summer schools, and work experience programmes. We strongly encourage all students to continue exploring these and to log their activities on Unifrog.

## Over the Easter Break

The holidays provide an excellent chance to rest and recharge, but also to reflect and prepare for the months ahead. Students may wish to:

- Continue researching career interests
- Finalise work experience placements
- Attend virtual events or webinars
- Continue revision in preparation for exams

Finally, we would like to wish all students and their families a restful and enjoyable Easter break. We look forward to welcoming everyone back next term for more exciting careers learning opportunities.

## For more help or a chat

Visit me in the main office or  
[email me](#)



Mrs Clarke-McBermott  
CAREERS LEADER



# Work Wednesday



WE'D LOVE YOUR SUPPORT!

We're inviting volunteers to speak with students during our weekly Work Wednesday sessions. This year, we've welcomed a variety of alumni, parents, and professionals to join us over lunch—could you be our next guest?

We're keen to showcase a wide range of careers, as every path is unique. Whatever your profession, we'd really encourage you to consider getting involved.

If you'd like to learn more about how these sessions work, please take a look at the [leaflet](#). To check availability or book a slot, feel free to email [Mrs Clarke-McDermott](#) directly.

## Professor David Ormerod - UCL

Professor David Ormerod who is a lecturer at UCL, deputy judge and barrister, gave us insight into the legal industry, starting with detailing the skills he learned through his career and how we might be able to develop some of these skills already through things such as volunteering and public speaking. He explained the importance of often-overlooked soft skills such as teamwork and resilience, giving us examples of how they apply to his role specifically but also in other legal careers. He answered some common questions such as what the difference between a solicitor and a barrister is and how to become qualified in these different roles. He also explained the other roles available in law such as becoming a chartered legal executive, helping us to expand our understanding of the various routes available to us. At the end of the talk, we were given a legal challenge to consider, a complex murder case enquiring into whether a member of a gang involved in the death of an innocent bystander should be prosecuted even though he did not intend to kill her.



This gave us the opportunity to have an interesting discussion, putting ourselves in the role of the jury and deciding if we thought he was guilty. Professor Ormerod then told us the actual verdict of the case, which went to the supreme court before the man was convicted. The complexity of this case prompted further discussion and interest into the structure of the UK legal system. - Year 12 Student



# Upcoming Events

unifrog

## BROADENING HORIZONS SERIES: LET'S EXPLORE

Let's explore: doing a degree, sustainably

Monday 20 April 4.30-5.15pm. [Sign up here](#)

Let's explore: alternative courses to medicine

Monday 20 April 5.30-6.15pm. [Sign up here](#)

Let's explore: degrees that get you career ready

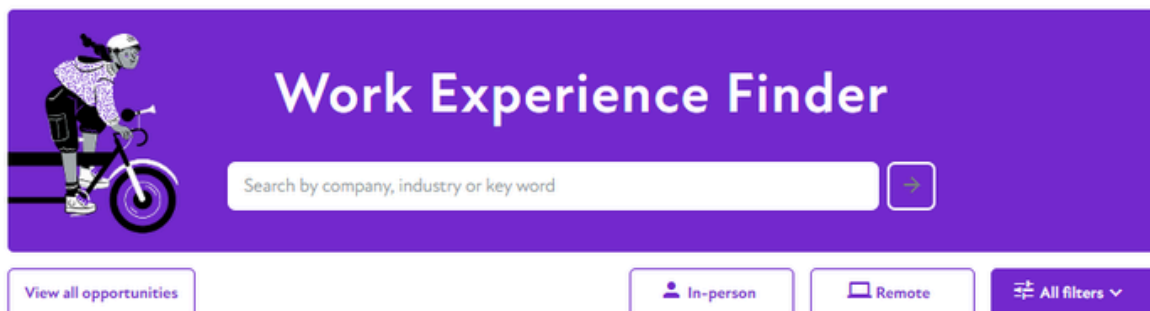
Tuesday 21 April 4.30-5.15pm. [Sign up here](#)

Parents and caregivers session: what else is out there? Post-18 options you might not have considered

Tuesday 21 April 5.30-6.15pm. [Sign up here](#)

## Futures for All - Work Experience

Futures for All offer in-person and remote placements, alongside shorter introductory Insight Days, with hundreds of leading UK employers. You can search by industry, subject, and type of experience. Simply [open the finder](#) and register to access the opportunities on offer.



It's easy to  
get started

### 1 Discover work experience

Browse, search and filter our opportunities to find what suits you.

### 2 Register, sign in and apply

To apply, you need an account – it's quick, free and simple to sign up.

### 3 Application review and decision

Once your application has been submitted your teacher will review it before it's sent to the employer who will let you know if you're successful!

DON'T FORGET TO LOG ANY INTERACTIONS ON UNIFROG

# JPMorganChase Work Experience Programme

Year 10 and 11 students have the opportunity to enrol in an amazing work experience programme, hosted by JPMorganChase.

The programme combines virtual and in-person experiences, designed to help students build practical skills such as CV writing, interview techniques, and networking. You will also have the chance to put these skills into practice while interacting with JPMorganChase professionals and peers.

Students will:

- Start with a virtual preparation workshop to help them get the most from the programme
- Take part in a two-day in-person experience at a JPMorganChase office (London)
- Join a follow-up virtual session to build on what they've learned

Through the programme, students will gain insight into the financial sector and the impact of JPMorganChase's work with clients and communities.

This opportunity is ideal for curious, motivated students aged 14-16 who are keen to develop their skills and explore potential careers.

To find out more, please visit their [website](#).

To be eligible to attend, you must be available for all sessions.

- Session 1: Tuesday 4th August 2026 (virtual)
- Session 2: Tuesday 11th and 12th August 2026 (in person)
- Session 3: Thursday 18th February 2027 (virtual)



## Imperial College London Summer School

Applications for our free residential and non-residential summer programmes are now open. [Visit the Summer Schools webpage](#) to learn more about the programmes, eligibility criteria, and how to apply.

## Work Experience Reminder (Years 10 & 12)

Work experience week (13th-17th July 2026) is fast approaching. Students should now be actively securing placements and completing the required paperwork on Unifrog. If support is needed, please speak to the careers team – we are here to help.





Years 10  
and 12  
only

# WORK EXPERIENCE

MONDAY 13TH – FRIDAY 17TH JULY 2026 (5 DAYS)

## WHAT'S THE POINT?

Work experience is crucial for exploring career paths and gaining essential skills. It provides real-world exposure, boosts confidence, and helps build a professional network.

Key benefits include:

- Testing personal interests
- Developing transferable skills like communication and problem-solving
- Understanding the relationship between education and job opportunities

## LOCAL BUSINESSES

You can find a list of local businesses in this file. Please note, the places listed here have not agreed to offer work experience, this is just a directory.

[Local businesses](#)  
[Unifrog contacts](#)

## FINDING A PLACEMENT

If you're not sure where to start, here are some useful ideas:

- **Ask around:** Speak to family members, friends, or neighbours – someone may know a workplace that can offer you a one-day placement.
- **Local businesses:** Visit shops, hairdressers, cafes, garages, nurseries, or offices nearby and ask politely if they offer short placements.
- **Email or phone employers:** Write a short message explaining that you're a student looking for a placement (include the dates)
- **Think about what interests you:** Whether you're interested in animals, technology, sport, healthcare, or something else, try contacting places linked to your interests.
- **Be flexible:** Many places are busy, so be open-minded and positive about a wide range of opportunities.

If you're stuck or need help, speak to your form tutor or the careers team – we're here to support you.

## HOW TO GUIDES

Helpful links:

- How to guide - [finding a placement](#)
- How to guide - [contacting potential employers](#)
- How to guide - [Researching possible placements](#)
- How to guide - [Uploading your placement on Unifrog](#)



# WORK EXPERIENCE

MONDAY 13TH – FRIDAY 17TH JULY 2026

## CONTACTING POTENTIAL EMPLOYERS

It can be really nerve-wracking contacting employers to ask them for work experience. But it doesn't have to be that way!

On this page, we'll discuss how to be prepared when contacting employers.

- Use your school email address
- Use a straight-to-the-point subject.
- Use the employer's name if you know it, or Sir/Madam if you don't.
- Remember to proof read the email so there aren't any mistakes.

## SETTING THE EMAIL OUT

Your email should be professional and include all relevant information:

- **Paragraph 1:** Introduce yourself and the school or college you go to.
- **Paragraph 2:** Say a little about why you are interested in the industry; a couple of sentences is enough. This shows that you've done research and have thought carefully about where you'd like to do work experience.
- **Paragraph 3:** Politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.

## Emailing an employer

<b>To:</b> hello@StarkIndustries.com
<b>Subject:</b> Work experience
Dear Mr. Stark,
My name is Peter Parker and I am a student at Midtown High School.
My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team.
I am looking to do some work experience between the dates of 10-24th February, to help develop my competencies and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records.
Yours sincerely, Peter Parker



# WORK EXPERIENCE

MONDAY 13TH – FRIDAY 17TH JULY 2026 (5 DAYS)

## RESEARCHING POSSIBLE PLACEMENTS

It can be difficult to know where to start looking for work experience and find a workplace that you're interested in. This session is here to help though!

Your placement will give you the chance to explore a workplace of interest to you. That way, you'll find out whether you it could suit you in the future!

Researching the work experience options in your area is great way to figure out what you are interested in learning about.

## THE UNIFROG APPRENTICESHIP TOOL

The Unifrog Apprenticeships tool isn't just for looking for apprenticeships!

The tool can help you to:

- Search for businesses to approach for work experience
- Get an idea of the types of industries that are available in your area

The Apprenticeship tool also shows you businesses that you're interested in on a map, so you can see how far they are from home!

Start by logging into your Unifrog account...

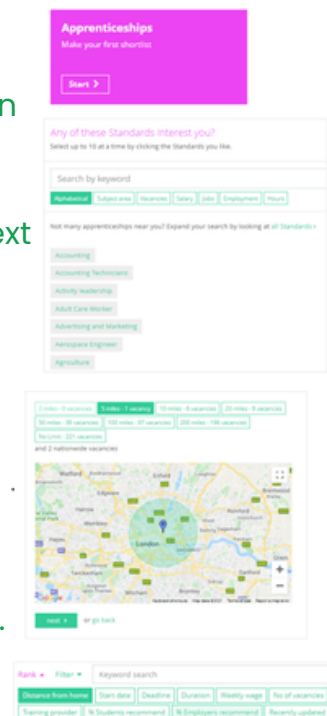
To use the Apprenticeships tool on your homepage:

- Search across various industries and select up to ten to explore.
- Filter results by travel distance using the map.
- Rank your results by "Distance from home" on the next page.
- Choose your preferred opportunities to create a shortlist.

This shortlist provides employer information, required skills, and job locations.

- Use the tool to identify companies for work experience.
- Note company names and your reasons for interest.

Conduct further research for contact details before reaching out. Don't forget to save to your Locker!



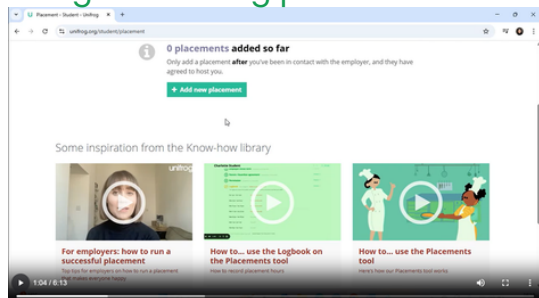


# WORK EXPERIENCE

MONDAY 13TH – FRIDAY 17TH JULY 2026

## UPLOADING YOUR PLACEMENT

We use Unifrog's placement tool to make sure all the paperwork and compliance is completed before you go on your work experience. Once you have agreed with an employer that you are able to work, you need to complete a form online. You can watch this handy [video](#) which will lead you through using the Unifrog placement tool.



## THE UNIFROG PLACEMENT TOOL

At a basic level the tool is a series of forms which need to be completed by specific people at specific times; when one person finishes their form, the system automatically messages the next person in the chain.

The tool makes it easy:

- For students to get the ball rolling, then reflect on the placement afterwards;
- For the employer to follow
- For the parent/guardian to agree to the placement and stay informed of what's happening;
- For the school/college coordinators to have an overview of the whole process

Open the **placements** tool, via a tile on your homepage.

- Click 'Add new placement'
- Enter your start and end date, and placement advisor (Mrs Bull)
- For time commitment, choose 'full time', and choose 'in-person' for how you will meet the employer
- Complete the employer details, you will need to put in an address including postcode.
- Explain how you will travel to your placement
- Write down your objectives for the placement, this will go to the employer
- Enter the employer details - double check to make sure this is correct. It must be accurate or the employer won't get their email!
- Input your details, and your parents details. Again, make sure the email is correct as they will need to approve the placement.
- Check the tick boxes and click 'add placement'

The screenshot shows the Unifrog placement tool interface. At the top, it says '0 placements added so far' with a '+ Add new placement' button. Below this is the 'Logistics' section with fields for 'Full time' and a dropdown menu. The 'Employer contact details' section includes fields for 'Employer placement lead: name' (eg Tim Cook), 'Employer placement lead: email' (eg tcook@apple.com), 'Employer placement lead: email (again)', and 'Employer placement lead: phone number'. There is also a 'country code' dropdown. The 'Do you agree to:' section has a list of terms and a checkbox for 'Agree'. At the bottom, there is a 'Form finished?' section with a checkbox and a '+ Add placement' button.