



WEEK COMMENCING 6 FEB

Weekly Notices

Your weekly careers notices and opportunities!

PSHE Careers Lessons

Our final careers lesson will be focused on work / life balance. A career, in its widest sense, is all the roles that people have that involve different kinds of effort or work just as being a child, a learner, a leisure 'user', a parent, a worker and a citizen. These different roles interact with each other and across a life-time. Balancing them is an important dimension in achieving personal health and wellbeing therefore we have included this topic as our finishing lesson.

As before, all resources have been uploaded to Unifrog, with several units supported by digital workbooks which students are asked to complete at home. We encourage parents and carers to talk with students at home about what they have been learning in these sessions, helping them reflect on their aspirations and next steps.

Career Development Framework



For more help or a chat

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



Mrs Clarke-McBennett
CAREERS LEADER



WEEK COMMENCING 6 FEB

Weekly Notices

Your weekly careers notices and opportunities!

unifrog

Upcoming Events (Virtual)

Tuesday 10 February @ 4.30pm - 45 mins - [sign up](#)

Games design taster: how creative worlds are built

Tuesday 10 February @ 5.30pm - 45 mins - [sign up](#)

Unifrog Apprenticeship Fair (for students and parents)

Wednesday 11 February @ 4.00pm - 2hrs - [sign up](#)

Sociology taster: what 'Love Island' reveals about power and gender

Thursday 12 February @ 4.30pm - 45 mins - [sign up](#)

Law taster: shadowing solicitors on real cases

Monday 23 February @ 4.30pm - 45 mins - [sign up](#)

English taster: exploring London's 'little ice age' through poetry and images

Wednesday 25 February @ 4.30pm - 45 mins - [sign up](#)

Student life abroad: living and studying in the Netherlands

Thursday 26 February @ 2.30pm - 45 mins - [sign up](#)

Where could a degree in engineering take me?

Thursday 26 Feb @ 4.30pm - 45 mins - [sign up](#)

Design a more sustainably engineered future

Monday 2 March @ 4.30pm - 45 mins - [sign up](#)

From sketch to screen: the power of concept art

Monday 2 March @ 4.30pm - 45 mins - [sign up](#)

Interactive business taster: how do companies balance profits with social responsibility?

Tuesday 3 March @ 4.30pm - 45 mins - [sign up](#)

Student fees and funding at university

Wednesday 4 March @ 4.30pm - 45 mins - [sign up](#)

For more help or a chat

Visit me in the main office or

[email me](#)



Mrs Clarke-McBermott
CAREERS LEADER

National Apprenticeship Week

9 – 15 February 2026

NAW is a week-long celebration that brings together businesses and apprentices across the country to shine a light on the positive impact that apprenticeships make to individuals, businesses and the wider economy. As part of this, we will be holding some in-school events, as well as others you can sign up for.

Our in school events are scheduled below. You can also find more public opportunities [here](#).



Date	Year Group	Activity
Tuesday 10 February	Year 10	An interactive workshop where students will learn about apprenticeships. What are they, where can you find them, what levels can you learn at, and what roles are available. Enjoy 'Apprenticeship Jenga' and lots of quizzes!
Tuesday 10 February	Years 12 & 13	During this assembly, students will gain an overview of apprenticeships, including what they are, their benefits, finding vacancies, and an exploration of the different sectors, and roles available. This will focus on higher and degree apprenticeships.
Wednesday 11 February	Year 10	LSEC will lead an assembly focusing on apprenticeship and T-level opportunities that are available locally. These hands on courses are a great alternative to the usual A-levels and degrees, offering training and support as well as gaining qualifications and a salary.
Thursday 12 February	Year 12	Students will be visiting the city for a very special careers event run by the Lord Mayor's appeal. This annual program provides the opportunity for young women to immerse themselves in the world of city working, build confidence and make informed decisions about their careers.
Monday 23 February	Year 10	We have an additional opportunity for Year 10 students to attend the Apprenticeship workshop (as above)
Monday 23 February	Years 7, 8 & 9	During this assembly, students will gain an overview of apprenticeships, including what they are, their benefits,

Celebration - Careers trips at Newstead Wood

Students at Newstead Wood have been busy this term, visiting many local businesses to learn more about the world of work. Please see a highlight of some of the events that they have been involved in.

Careers in Languages



Year 11 and 12 students visited St Dunstan's College on Thursday 22 January - a fascinating insight into the wide range of careers involving languages. They heard from a range of speakers including the UN, GCHQ, and many UK universities. Students also had the opportunity to take part in taster sessions in various languages including Mandarin, Forensic Linguistics and Japanese.

Panmure Liberum Career Insight Day



A group of Year 12 students attended Panmure Liberum for an Insight Day at their London office. After an overview of how they operate as a full-service Investment Bank, the students went through "a day in the life" of a Trader and tested their knowledge in a stock-picking game. The highlight of the day was the high-energy Speed Networking session, with some great questions from our young people.

STEM Future Careers

Students attended an action-packed day learning about the wide range of STEM careers. From a keynote speech by Dr Vanessa Vallely OBE, to panel discussions and then a careers fair in the afternoon. Our final task of the day was a hands-on coding challenge hosted by Oracle, which the students managed to crack.

Work Wednesday

At our most recent Work Wednesday, Sheila Thorne gave an inspiring presentation. Students learned about the 350 diverse roles available within the NHS, which is the largest employer in Europe. An interactive quiz followed to assess what they had absorbed.

Half Term Opportunities

Rare Opportunity for Year 11 & 12 Students

Are you an aspiring legal professional in Year 11 or 12 searching for some much-needed work experience to add to your CV? Then we have the perfect opportunity for you!

Whether you're considering a solicitor apprenticeship or exploring the traditional university route, this exclusive Clifford Chance Virtual Work Experience Day is your chance to gain first-hand exposure to the legal world during February half term.

This one-day virtual programme is designed to help ambitious students like you develop key legal skills, learn from leading solicitors, and understand the different pathways into the legal profession.

Event Details

Date: Thursday 19 February

Time: 10.00 am – 3.00 pm

Location: Zoom (Virtual)

For: Year 11 and 12 students

Certificate of completion at the end to use on CV's, applications and LinkedIn

Register [here](#)



Kickstart your Future



LifeSkills

Created with  BARCLAYS

You don't need to know where you're going to get started. Discover skills training options. It all starts with skills.

Explore financial services & Barclays work. Enhance skills with live workshops, quizzes & interactive activities. Unleash your potential now!

Start your journey [here](#)

Virtual Work Experience Top Opportunities this Week



From Weddings to
Festive Fayres,
Discover a future in
Events and Marketing!

🎬 Love Film, TV or
Games? Turn it into a
Career! 🎬

📅 02 Mar 26 • 2 days

📁 Hospitality, Catering
& Events

📍 Remote opportunity



**Data2Digital: After-
School Digital
Marketing and
Analytics Lab**

📅 03 Mar 26 • 1 day

📁 Creative Arts &
Design

📍 Remote opportunity

**INTO
FILM**

**Architecture - More
than Grown up Lego -
Monday 2nd & Tuesday
3rd March**

📅 02 Mar 26 • 16 days

📁 Marketing &
Communications

📍 Remote opportunity

glowmetrics

⚠️ Closing date for applications: 09 Feb 26

**Future Women in
Energy: Powering
Tomorrow**

📅 02 Mar 26 • 2 days

📁 Construction

📍 Remote opportunity

3DReid

⚠️ Closing date for applications: 09 Feb 26

**Ever Wondered what
happens behind the
curtain of the UK's
biggest theatres**

📅 10 Mar 26 • 2 days

📁 Energy & Utilities

📍 Remote opportunity

**SIEMENS
energy**

⚠️ Closing date for applications: 13 Feb 26

📅 13 Mar 26 • 1 day

📁 Creative Arts &
Design

📍 Remote opportunity

**ATG
ENTERTAINMENT**

⚠️ Closing date for applications: 13 Feb 26

More placements await - [launch the work experience finder.](#)

FUTURES FOR ALL

SPRNGPOD



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

To: hello@StarkIndustries.com

Subject: 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...

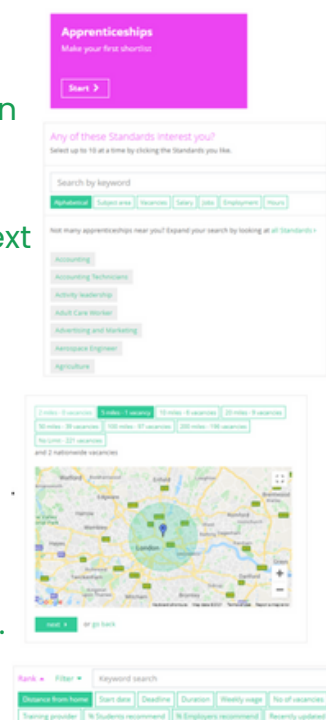
To use the Apprenticeships tool on your homepage:

- 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!



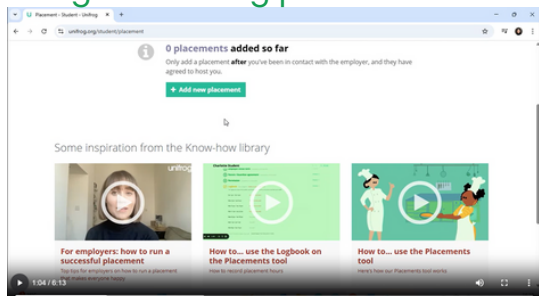


WORK EXPERIENCE

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'

Placements

0 placements added so far

Only add a placement after you've been in contact with the employer, and they have agreed to host you.

Logistics

* Describe the time commitment

Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement?

select

Employer contact details

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Do you agree to:

- Using your details to the employer email address you've provided;
- Acting as any confidentiality person held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

* Agree

Yes, I agree to all four points above.

Form finished?

Check this form as finished and notify employer to fill in their initial form.

Add placement or cancel changes