Work Experience 2026 – FAQs

1. **What are the dates?**
   Y10 work experience is Monday 18 May to Friday 22 May 2026.

2. **When is the deadline to sort a placement?**
   Placements must be arranged and logged on Unifrog by the end of February.

3. **Is work experience compulsory?**
   Yes. Students must find a placement. If they are unable to, school will support with providing a work experience provision. However, this may not be the student's preference or area of interest.

4. **Why are you running work experience?**
   A work experience placement will help Y10 students explore career options, develop essential soft skills like communication and teamwork, gain confidence and understand workplace expectations. We are confident that this experience will provide valuable insight into the 'world of work' and help students to build their CVs and to make more informed decisions about their futures.

5. **Will it count towards any qualifications?**
   Students should keep a record of activities they complete and skills they learn so that this can contribute to their CV. This can be used for careers appointments when discussing next steps and even post-16 applications and interviews.

6. **How can my child find a placement?**
   Students should search for providers in an industry that interests them. They should start with the local area and contact them using their school email address to enquire. They may also wish to distribute a hardcopy CV with a cover letter to local businesses. Resources and lessons regarding this will be shared in personal development sessions after October half term. You can also use https://careerbay.co.uk/ or Unifrog to search for Y10 work experience placements. If there are serious issues or you are unable to find something, please contact workexperience@caludoncastle.co.uk as soon as possible.

7. **How do I know if the placement is acceptable?**
   Employers must have Employers' Liability Insurance (and be able to upload proof of this) that covers students on placement. It must also be a safe, appropriate environment for a child. We will approve all placements after we have checked the necessary information is provided. If you have any queries about whether the placement is suitable, please contact workexperience@caludoncastle.co.uk

8. **Can my child do work experience with a family member or family friend?**
   Yes, this is acceptable as long as it is still a meaningful learning experience and meets all relevant criteria in order for it to be approved on Unifrog.

9. **Can they do multiple placements over the week?**
   Yes, if students find a second placement they can split their time as they see fit over the week. Both must be logged on Unifrog.

10. **Can students complete their placement outside of Coventry?**
    Yes, as long as the correct protocol has been followed, the placement is logged on Unifrog and is approved by parents/carers and Mr Ricketts, the placement can take place anywhere.

11. **What if there is an issue during the placement or it isn't going well?**
    Please contact the year team at year10enquiries@caludoncastle.co.uk. If you have an urgent safeguarding concern, please contact the school and ask to speak with the year team, Miss Owen or Ms Lakin.

12. **Do I need to phone in if my child is ill and not attending their placement?**
    Yes, please contact the school office as normal to let us know if a student is unwell and unable to attend their placement on any day during the week.

13. **What will they do after the placement?**
    We will complete some reflection work during personal development sessions when we return from the May half term break. We would encourage all students to ask their employers for a reference before they leave which they can keep.

14. **Do staff from school visit or contact my child during the placement?**
    We will endeavour to visit as many placements as possible. Students will indicate whether they would especially like a visit, and so we will prioritise these. We may visit any placement throughout the week or contact providers to check in.

15. **What hours will my child work, should they take lunch and what should they wear?**
    This should all be arranged with the employer prior to the placement starting. This information will be indicated by the employer on Unifrog.

16. **Who is responsible for travel arrangements?**
    Parents/carers are responsible for ensuring students can safely travel to and from the placement. Please contact workexperience@caludoncastle.co.uk if you need advice or guidance.

17. **Will my child be paid?**
    There is no expectation for students to be paid. The work experience placement is a voluntary placement. Some providers may offer students some renumeration for their time.

18. **Who can I contact if I still have questions?**
    Please direct any queries to Mr Ricketts and Mrs Tyrrell at workexperience@caludoncastle.co.uk