

15th October 2026

FH/cp/year 10 Parents WEX Letter

Dear Parents and Carers

Year 10 Parents' Information – Mock Interviews and Work Experience

Thank you to everyone who attended the Year 10 Parents Information Event on Wednesday 14th October. The careers presentation from the evening is available here [Work Experience - St John's Marlborough](#)

Year 10 work related activities include **Year 10 Mock Interviews**, 8th to 10th March 2027 at Marlborough Town Hall. The aim of the Mock Interview is to give young people a practice in developing their techniques at interview and the application process for this will be rolled out to parents/carers and students in January. You will receive additional information about this in January.

Work Experience Week is from 28th June to 2nd July 2027 and is an opportunity for all year 10 students to undertake a work experience placement in a chosen vocational area. Its purpose is to help develop employability skills and gain real experience of the working world. Students have been given a work experience booklet in their tutor group today summarising the process following on from their assembly which explains how to obtain approval for their placement on Unifrog. **The deadline for completion of the student form is Wednesday 21st April 2027.**

We are using Unifrog www.unifrog.org to manage the administration of the work experience programme and each student has their own login details. This process collects information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer and then initiate the process by adding the placement details to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, and the school in this sequence, 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.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#)

Next steps:

- Please read the placement guides on Unifrog and support your son or daughter to start contacting possible hosts for the placement.
- If you have any questions, please get in contact Miss Magee at rmagee@st.johns.excalibur.org.uk

We wish you the best of luck with supporting your child to find a placement. Please do make use of the student booklet and Unifrog's guides to help you and encourage students to visit the Careers Office if they have any questions or need advice.

Yours faithfully



Mrs F Havill
Careers Leader