



COLNE VALLEY HIGH SCHOOL

26th September 2025

Dear Parent/Carer,

All Year 10 students will take part in 5 days work experience from Monday 29th June until Friday 3rd July 2026. The vast majority of students find this experience very useful. For some it is an opportunity to look at a career area that interests them, but more importantly it is a chance to develop their personal and social skills and meet the challenges of the world of work.

In school we prepare students for work experience during tutor time. We draft letters and emails to employers, practise interview techniques, telephone calls and study health and safety measures. We have also launched work experience in assembly where we provided students with all the information that they need when considering placements.

In order for work experience to be a successful and positive experience, we are asking students to organise their own work experience placement this year. They can write or telephone places of their own choice. These may be contacts that you have or may simply be found by looking on the internet. All placements must have public and employer liability insurance in order to go ahead.

This is the preferable method of setting up a placement as evaluation of Work Experience over several years has revealed that those students who made a private arrangement rated the experience as excellent compared to those accepting one that was chosen for them.

Once your child has confirmed a work placement with an employer, they will be asked to submit this information on Unifrog (www.unifrog.org) using the placement tool. If your child does not already have their account details for Unifrog these will be provided in form time week commencing the 29th September. They can then access Unifrog at home to enter the placement information after this date.

It should be noted that whilst on work experience students are classed as young workers and will be expected to work a full working week.

The deadline for all students to find a placement and submit their placement onto Unifrog is the 9th March 2026. However, it can take some time to finalise placements and we encourage students to find their placements as soon as possible.

If you have any questions about work experience, please contact your child's Form Tutor or Mrs Hardcastle on the school number or shardcastle@thecvhs.co.uk.

Yours sincerely

S Hardcastle

Mrs Hardcastle
Careers and Guidance Officer

Colne Valley High School
Gillroyd Lane
Linthwaite, HD7 5SP

Acting Principal: Mr C Alker

☎ 01484 848680
🌐 thecvhs.co.uk
✉ cvhs@thecvhs.co.uk



CEO: Mrs A Bennett
CFOO: Mrs J Firth

Company limited by guarantee and registered in England & Wales
Registered Office: School Street, Greetland, HX4 8JB
Company number: 07465343