

Y10 WORK EXPERIENCE TIMELINE

28th June - 2nd July 2027

September 2026	
WEx Student launch Y10 Special Assembly (28/09/26)	WEx Parent Launch Parents invited to WEx Parents information evening (29/09/26)

October - April
Students, with the assistance of their family and teachers/tutors research areas of interest/companies. All students will have access to a list of placements that have been used by other schools in the past. These placements will be available to view on Google Classroom. <i>Please note, the employers on this list are not obliged to take students. If any of them say no, just move on to the next employer.</i> Other possible sources of contacts may be through parents, family and friends, websites and yell.com. We advise students to telephone companies in the first instance rather than writing a letter or sending an email as these are often ignored or employers can take a long time to reply. The employer will tell you if they would prefer you to apply in writing. When sending an email, always use the student's school email address. When verbal agreement is reached, the student obtains contact details from the employer (including email address), which is then submitted via the Placements Form on Unifrog. Employers will then be emailed a form to complete. If employers would like help completing the form please let us know - dow-wex@cset.co.uk. Once the employer has completed and submitted their form, the parent form will be emailed to obtain further information and permission for the placement to take place. If necessary, a health and safety check may have to be carried out and/or a Children's Barred List check if the student will be alone with an adult for a prolonged period of time during their placement. Placements outside of Bristol and South Gloucestershire will be classed as 'out of area' placements and may also be subject to a health and safety check. Parents/carers will be expected to pay for any expenses incurred. Please contact Mrs Merryweather or Mr Smale at dow-wex@cset.co.uk to discuss any 'out of area' placements. The deadline for securing a placement is Tuesday 4th May 2027. This is to give school adequate time to complete the paperwork and to carry out any checks.

WESTERLEIGH ROAD, DOWNEND, SOUTH GLOUCESTERSHIRE, BS16 6XA

Tel: 01454 862 300 Email: admin@downend.com Web: www.downend.com

For further WEx support contact Mrs Merryweather or Mr Smale dow-wex@cset.co.uk

April - May

Friday 21st May 2027 is the deadline for employers to complete and submit their information form via Unifrog. Any forms received after this deadline may result in the placement being canceled.

June

One week before the placement begins Unifrog will email the student and the employer with a reminder of the following information:

- Time of arrival
- Who to ask for
- What to wear
- Lunch arrangements

Work Experience preparation assemblies and Life Skill sessions will also take place throughout June.

For further support contact Mrs Merryweather or Mr Smale dow-wex@cset.co.uk

June/July

28th June - 2nd July 2027 In person Work Experience

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