



Midhurst Rother College

The best in everyone™

Part of United Learning

17 September 2025

Dear Parent / Carer

Midhurst Rother College Work Experience Programme 6 – 10 July 2026

All students in Year 10 are going to be on Work Experience from 6 – 10 July 2026. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy and helps develop a view of the world of work. A work experience placement will help to build social confidence, gain employability skills, as well as being an aid to a choice of a suitable career. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. It is important to start this process early as places can be competitive as other schools in the area have their work experience week over the same dates – students may need to contact more than one employer before they are successful.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting 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. For the placement to be approved by Midhurst Rother College, it is a requirement for the employer to have Employer's Liability Insurance.

Some important logistics:

Students need to agree the placement with the employer first, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the placements tool on their Unifrog homepage (scroll down) under the heading 'Exploring pathways').



Principal: Stuart Edwards

Midhurst Rother College
North Street
Midhurst

West Sussex GU29 9DT

t 01730 812451

f 01730 813524

e enquiries@mrc-academy.org

www.mrc-academy.org

Students should have already accessed their Unifrog accounts, but if not or have forgotten their Unifrog password, they can reset their passwords on the sign in page (reset email will go to their school email address). Alternatively, students can sign in with the 'Microsoft' sign in option and that is also their school email address and then it is the password they use to log into computers at college.

Students need to have agreed a placement and added the details to their Unifrog account by Friday 19 December 2025.

The Unifrog system will then email the employer, the parent / guardian, and the College, to collect the necessary information and permissions. For the process to work, **it's 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](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works and how to use it).
- Next, we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- The College does incur costs with the risk assessment and evaluation of placements, and we therefore ask that a voluntary donation of £10 is given towards covering the administration cost of assessing the suitability of placements. You will find the payment option on the Arbor Parental Portal under School Shop.
- If you have any questions, contact samantha.jones@mrc-academy.org.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides help you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Samantha Jones', with a stylized, cursive script.

Samantha Jones
Reception/Careers Administrator