



Friday 24 April 2026

Dear Parents and Carers,

Year 10 Work Insight Day, Friday 26th June 2026

At Sir William Borlase's Grammar School, we are committed to ensuring that your child receives inspiring opportunities to support their thinking about future employment aspirations. We believe that first-hand experience of work environments is an essential part of your child's learning in Year 10. It is also recommended in the statutory guidance around careers learning laid out in the *Gatsby Benchmarks*. As such, we strongly encourage all students to undertake a Work Insight Day.

The Work Insight Day for Year 10 this year is taking place on **Friday 26th June**. *Please note this date is the same as the school's summer INSET day, to avoid students missing lessons.* The date was shared earlier in the year in September at the Y10 Parent Information Evening. Students will also receive information about the day directly via tutor time and assembly in the coming weeks.

Work Insight Day involves shadowing someone at a place of work on a typical working day. It is an opportunity for students to observe what goes on in the workplace, talk to employees, experience the environment and typical tasks. The day can be working from home, or in person in the workplace.

We would like to ask parents/carers to support by arranging a half or full day facilitated by a parent at their own place of work, or by a close family member, or trusted friend. The experience does not need to be in the career your child may hope to pursue. The experience could be remote. Please take a few moments to read the following important details:

As part of the day, students should at a minimum:

- Complete an appropriate short task linked to the job or organisation, and receive feedback on how they have completed it.
- Engage with an employee (s) and have an opportunity to ask questions

We appreciate your creative thinking in supporting your child in this important piece of learning.

We will be using the **Unifrog Placements** tool to plan and track the day. Unifrog is used throughout the school. This tool is used widely by schools, and contains necessary legal assurances and acknowledgement of responsibility by employers and parents/carers. Please note the following process, which **must** be completed **before** the placement takes place:

- Once you have arranged a placement, please ensure your child has the contact's name, email address, and company details (this can be you if they are working with you).
- They must then complete the initial section of the Unifrog Placement Tool by **Friday 22 May**, which will send a request to the employer.
- The employer will be asked to complete a form, and you will receive a parent/carer agreement to fill in, including any relevant information (e.g. SEND details).
- Once all sections are completed, the school will review and confirm the placement.

Following the placement, students will complete an **evaluation and follow-up task** using the *Unifrog* platform. The named contact at the placement will also be asked to submit a short review.

We do understand that not all parents/carers will be in the position to be able to host a placement themselves, or use their own family and close friend networks. Please contact Mrs Wingrove, our Careers Lead, using the email address careers@swbgs.com if you would like any support.

A list of FAQs can be found on the **Borlase Careers website**, [linked here](#). **Please ensure that your child's placement is entered into Unifrog by Friday 22 May.** Thank you for your support in this exciting part of your child's learning.

Yours faithfully

Mr Seth Miall
Assistant Headteacher, Co-Curricular/Careers

Mrs Caroline Wingrove
Careers Lead