



Work Experience Information for Parent/Carers of Year 10 & 12



Year 10

Work Experience

29th June - 3rd July 2026



Year 12

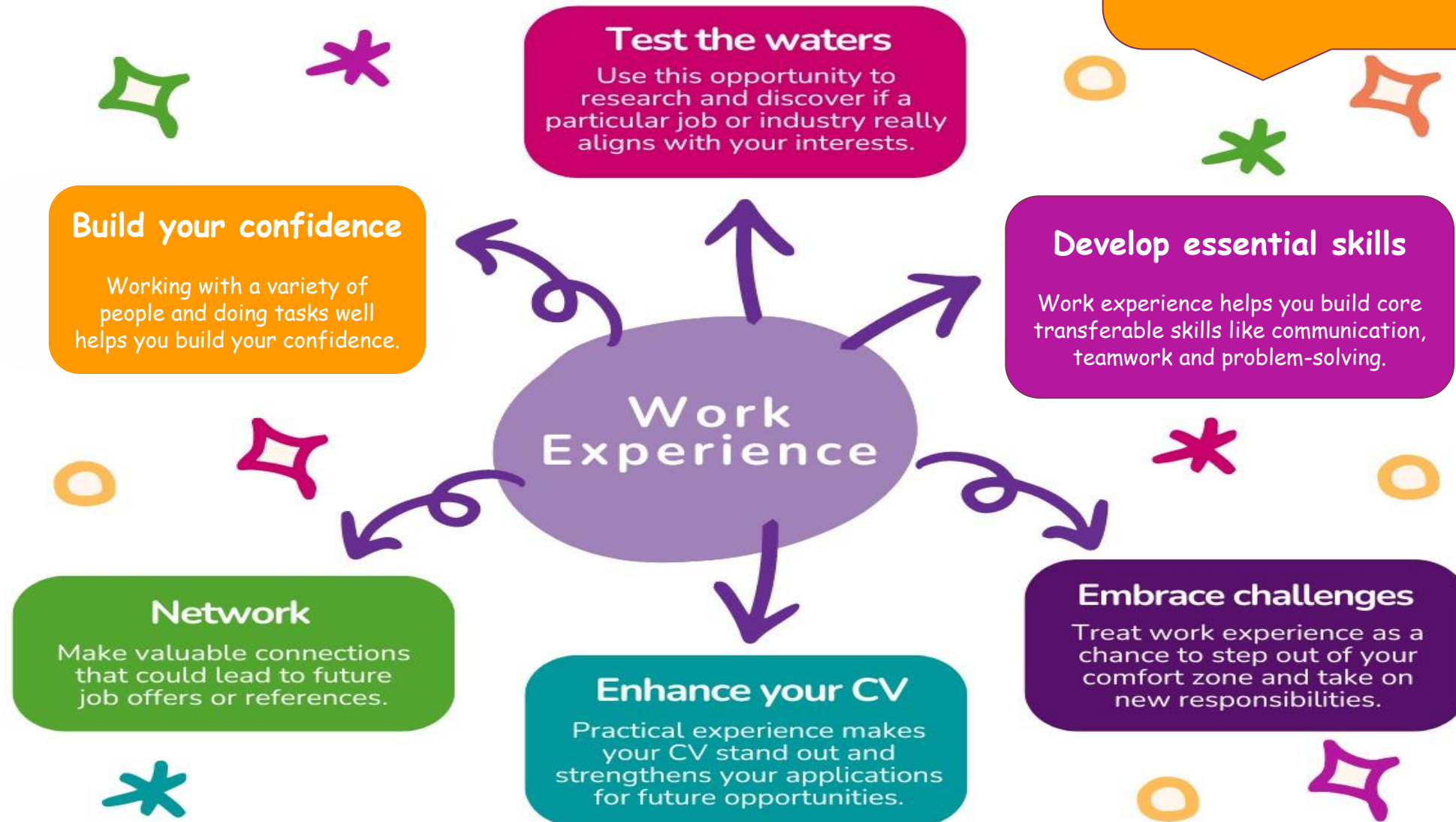
Work Experience

15th - 19th June 2026



WEX - Why should you do it?

90% of employers thought that work experience was essential for anyone applying for jobs





Who can I do WEX with?

CLIFTON
COFFEE ROASTERS

BOOMSATSUMA

Bristol
Film
School



**ADVENTURE
BRISTOL**

Wessex Water
YTL GROUP



Marie
Curie



**STRIDE
TREGLOWN**



CLEVE the practice
of pain relief
CHIROPRACTIC
& PHYSIOTHERAPY CENTRE
MANGOTSFIELD



University of
BRISTOL



Alliance
homes

Bristol Old Vic
Theatre School



NHS
England



CROSSFIT FORT ASHTON



Travis Perkins



HOW TO FIND A PLACEMENT



DO YOUR
RESEARCH



Use
TECHNOLOGY



**DON'T
GIVE UP.
GREAT THING'S
TAKE TIME.**

EFFORT EQUALS
REWARD



- If your child gets rejections encourage them to ask the employer why and they might be able to give some tips that will help future applications.
- Don't give up! This is what getting a job can be like, students will have to keep trying.
- Stay positive and persevere.
- Be resilient, it may take up to 10 rejections before students secure a place!
Call...Call...Call!!
- Effort equals reward.





What students need to do.....

Stage 1

- Decide on the type of placement you would be interested in doing, is it suitable?
- Talk to your parents, friends, family – how could they help you? What ideas do they have?
- Look at the **WEX Employer database** to search for businesses in this sector/local area
- Research other local businesses/companies/organisations in this sector and draw up a list of **10** possible options.
- Compose an email to send to prospective employers.

Stage 2

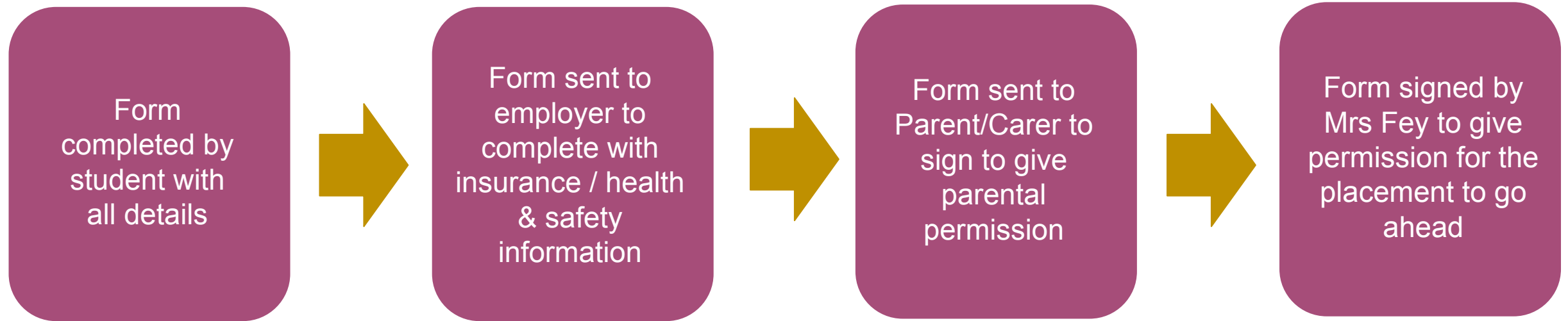
- Contact your **first choice** of companies with an email or phone call – can they offer you a placement? If you do not get a positive response re-think and contact your second/third/fourth choices.
- Bear in mind that larger organisations might have a formal application process to follow/a HR department you may need to contact, this information is likely to be on their website.

Stage 3

- Once a placement is agreed, you must request confirmation of your work experience placement and full details.
- Complete the **Student Initial Form on Unifrog** - accessed via the 'add placement tool'

ALL YEAR 10 STUDENTS ARE EXPECTED TO COMPLETE WORK EXPERIENCE

Unifrog process



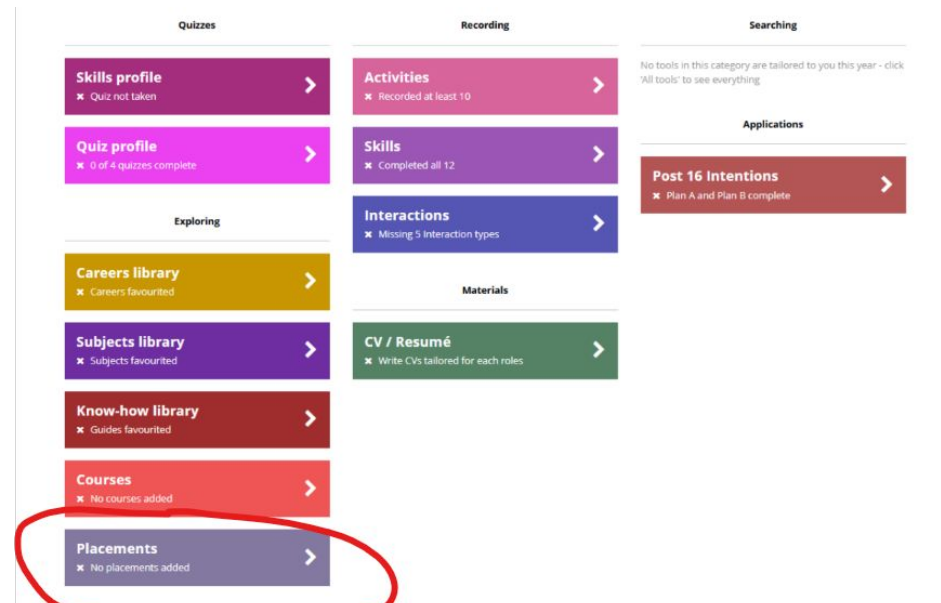
3 Points to remember

- Select 'In person' on the 1st question
- Placement Coordinator is Mrs Fey
- Ensure ALL email addresses are correct



How do students add a placement on Unifrog?

- ▶ Sign into Unifrog using your school email address. This will take you to the 'Welcome page'
- ▶ Scroll down until you see these colourful boxes.
- ▶ Click on the lilac 'Placements' box and follow the instructions to add your placement.
- ▶ Give yourself a pat on the back!





ALL PLACEMENTS SHOULD BE **FINALISED** AND YOUR COMPLETED WEX
FORMS SUBMITTED BY

Monday 23rd February 2026

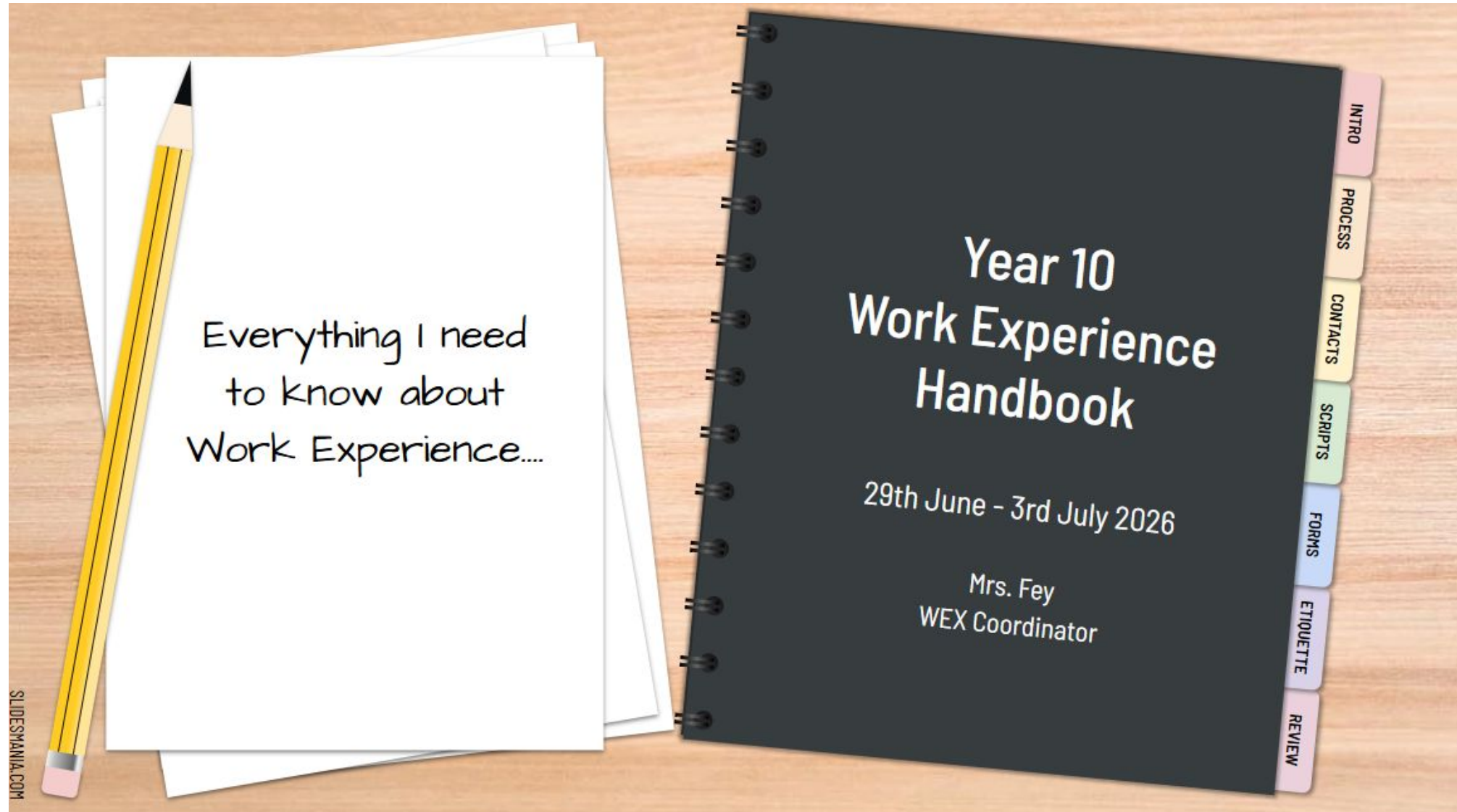
If you miss this deadline your placement may not be authorised



St Katherine's Support for WEX

Where could you go to get help?

Everything students need to know about WEX is in the [Digital Handbook](#) in the Work Experience Google Classroom



Work Experience Google Classroom

Stream


Classwork

People


Marks

All topics


The WOW! (WEX Opportunity of the Week)

 Week 6


Posted 17 Nov

 Week 5


Posted 10 Nov

 Week 4


Posted 6 Nov

 Week 3

Posted 6 Nov


 Week 2

Posted 6 Nov


 Week 1

Posted 6 Nov


WEX Resources

 Email Template

Posted 29 Sept

 Digital Handbook

Posted 29 Sept

 Employers Database

Posted 29 Sept



Curriculum

Careers

Co-curricular

Homework & Independent Learning

Houses

Keeping Safe

Library Resource Centre

Praises and Consequences

Ready to Learn

Student Support

Year 9 Options

Unifrog

Work Experience

Work Exp

All WEX support documents are available here!

Experience of work at St Katherine's

A vital part of Careers Education is Experience of Work (WEX).

Why do work experience?

Work experience gives young people the opportunity to develop valuable skills needed in the



Catering and Hospitality						
Employer	Type of Business	Address	Postcode	Contact	Telephone	Email
Ahh Toots	Kitchen Assistant	17 Christmas St. Bristol		Amy Symonds	07446005818	ahhtoots@gmail.com
Amos Vale Cemetery Trust	Events	East Lodge, Bath Road,	BS4 3CW	Janine Marriott	0117 971 9117	info@amosvale.org.uk
Aspens Services	Catering	Teme House, Whittington, Worcester	WR5 2RY		01905 759613	info@aspens-services.com
Bertha's Pizza	Catering	The Old Gail Stables, Cumberland Rd, Bristol		Graham Faragher	07917752853	accounts@berthas.co.uk
Bristol Event Catering Company	Event management	Various areas within Bristol		Johanna Karlsson	07889666966	johanna@bristoleventcatering.com
City Academy	Catering	Russell Town Avenue, Bristol	BS5 9JH		01179542819	
Clifton Coffee Roasters	Coffee Roasters	Island Trade Park, Bristol, Broadway, Avonmouth, Bristol	BS11 9FB	Emma Russe	0117 9820252	wholesale@cliftoncoffee.co.uk
Deocraft Cakes	Bakery	45 Old Market St, Bristol		Adeola Folarin	0117 3296642	deocraftcakes@gmail.com
IBIS	Hospitality	Harbour Rd, Portishead, Bristol	BS20 7DE	William Whiffen	01275403110	hb8f3-gm@accor.com
Kingfisher cafe	Cafe	17-18 Straits Parade, Fishponds	BS16 2AE		01179651001	thekingfishercaf66@connect.com
Nova Scotia Hotel	Catering	4 Nova Scotia Pl. Bristol	BS1 6XJ	Mark walter	07794781189	Markwalternova@aol.co.uk
Papadeli	Catering		BS8 2DJ		0117 9736569	papadelicatessen@gmail.com info@papadeli.co.uk
Pegasus Catering Ltd	Catering		BS3 4DB		01179532020	info@pegasuscatering.co.uk
Prego	Cateri			Julian Faiello	07866573799	julian@mac.com
Pump house	Cafe				01179272226	ry@live.co.uk
Season & Taste	Cateri					nandtaste.co.uk
St Werburghs Community	Events					verburghs.org.uk
The George Inn	Hospit					nel@gmail.com
The Italian kitchen	Cateri					nail.com
The Kings Arms	Waitre					arms.co
The Olive Shed	Restau					theoliveshed.com
The Park Bakery	Baker					ry@gmail.com
Computers and IT						
Employer	Type	Address				
Cadimage uk ltd	Software	Trym Lodge, 1 Henbury Road, Westbury On Trym				@centralinnovation.com
CGI IT UK LTD	IT & Business	Southmead & Brislington				ry.uk@cgi.com
Cxpartners	IT	2 College Square, Anchor Rd, Bristol		Sarah Trigg		sarah.trigg@cxpartners.co.uk
Hewlett Packard	Computing	Enterprise Park, Long Down Avenue, Filton, Bristol				hpe-education-bristol@hpe.com
HMRC	Software Development	3 Glass Wharf, Bristol		Ben Conrad	07741180436	ben.conrad@hmrc.gov.uk
McBraid	Technology	Bridgegate	BS30 5JW		01179613103	mwr@mcbrida.com
Newicon ltd	Web development	The Waterfront, Welsh Back			01172050425	neil.jones@newicon.net
Rock Solid Knowledge	Web Developer	Vantage Office Park, C2, Bristol	BS16 1RS	Tegen Eve	0117 422 0513	tegen.eve@rocksolidknowledge.com
Tech Squad Ltd	Computer Repair	10 High Street, Portishead,	BS20 6EW		01275 818 699	manager@northtechcomputers.co.uk
The Bristol Port Company	IT, Engineering, Operations	St Andrews HSE, St Andrews Road, Avonmouth			0117 982 000	enquiries@bristolport.co.uk
UWE	Computer Engineering	Frenchay Campus		Chloe Tyler	01173281338	chloe4.tyler@uwe.ac.uk
Design, Arts and Crafts						
Employer	Type of Business	Address	Postcode	Contact	Telephone	Email
212 Productions Ltd	Fine Art Printing	Studio Rear of 78 Alma Road, Bristol		Neil Roberts	07804700868	admin@212productions.co.uk
Amalgam	Model Making	Unit 12/14, Lawrence Hill Industrial Park, Croydon Street,	BS5 0EB	Chris Conlon	0117 9249596	info@amalgam-models.co.uk
Bristol Costume Services	Costume Design	M7 The Bottle Yard Studio, Whitchurch Lane	BS14 0BH		0117 965 9555	workroom@bristolcostumeservices.com
Burrell Durrant Hille	Graphic design	Malt House Studio, East tucker Street	BS1 6LQ		0117 973 7575	hello@bdh.net
Diana porter jewellery	Creative Assistant	33 Park St, Bristol		Claire Wheeler	01179090225	clairew@danaporter.co.uk

Employers Database

Found in the Work Experience Google Classroom



Mrs A Fey - CST WEX Coordinator

How can I help you?

- ▶ Post updates of any opportunities
- ▶ Organise WEX workshops
- ▶ Talk through ideas and options
- ▶ Support you find a placement through meetings
- ▶ Support with all the relevant forms
- ▶ Continue to expand the employers database

How can you find me?

- ▶ Futures office every Wednesday
- ▶ Email: skworkexperience@skdrive.org

I can provide support and advice on how to get a placement but it's your responsibility to find a placement.



Key points for students to take away...

- Make sure you sign up to the WEX Google Classroom (email sent out with information to join)
- You have until Monday 23rd February to secure and upload your placement onto Unifrog.
- Research and apply soon to increase your chances of getting the placement you want.
- Put together a template email to send to employers to request a work experience placement (example on Google Classroom).
- If you need support check the Google Classroom Resources or speak with Mrs Fey (in the Careers Office every Wednesday)
- DON'T GIVE UP, you've got this.



What can you do as a parent/guardian?...

Searching for a work experience placement can be a valuable learning experience for your child and help build their confidence. There are different ways you can support your child in finding work experience.

You can:

- ▶ Make a Game Plan
- ▶ Talk to them about subjects they like and dislike and formulate ideas of different career paths
- ▶ Use Google to search for organisations/companies in their chosen field
- ▶ Use the Employers Database
- ▶ Generate a list of companies to contact
- ▶ Ask your family, friends, neighbours, colleagues if they know of anyone that could help
- ▶ Encourage them to start their search for a placement early (Ideally before January)
- ▶ Ensure they find a placement by the deadline
- ▶ Make sure they try to arrange their own work experience



What can you do as a parent/guardian?...

- ▶ Think about the location of placement and how they will get there
- ▶ Spend time visiting local businesses at weekends/evenings
- ▶ Rehearse telephone calls they may need to make to an employer
- ▶ Proofread emails they send to employers. Is it professional and polite?
- ▶ Advise the school of any factors that might affect their work placement
- ▶ Help them to understand the goodwill, time and effort that their employer is contributing
- ▶ Complete your Unifrog form promptly



What can you do as a parent/guardian?...

It is completely normal for your child not to know what they want to do as a career, especially in Year 10. This is a great opportunity to sit down and introduce them to all kinds of surprising opportunities that may spark an interest in a particular job.

You could ask:

- What do they find most interesting in school, what are your favourite classes?
- What kinds of jobs have you heard of that sound interesting?
- What hobbies do you have that you could make a living off?

You could:

- Find out what kinds of jobs other family members and educators think they would excel in by asking for their input.
- Those in need of further motivation are encouraged to take the quizzes on Unifrog or Careerpilot, to see if this will give any ideas.

At the end of the day.....

Experience is the primary goal of any work experience. Just because they sign up for a particular placement does not imply your child has to pursue a career in that field.

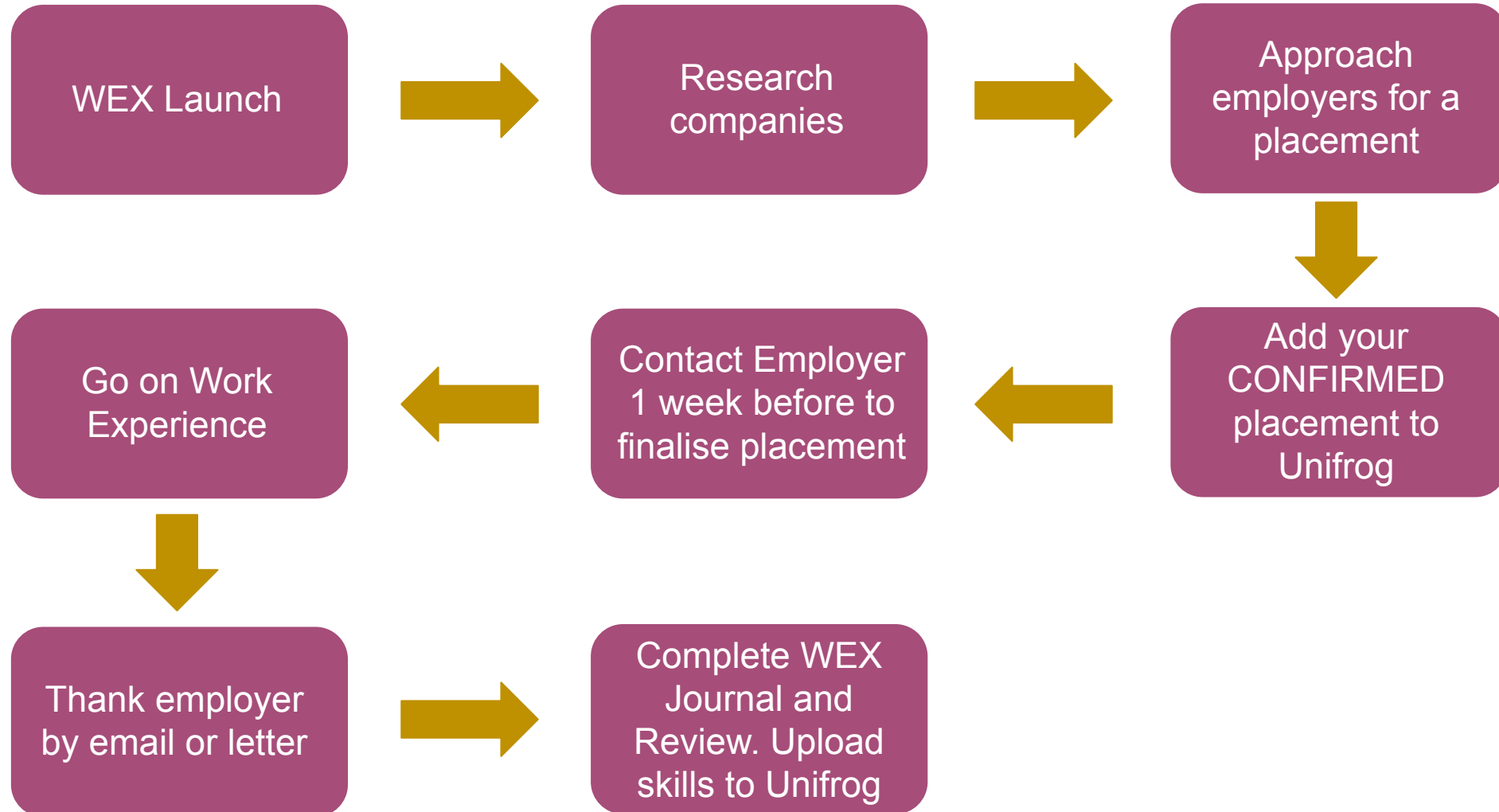
Thus, don't let your child stress if they haven't decided what they want to do just yet. As long as you go into a job with a want to learn and an open mind, you'll get a lot out of it. At this point, it's most crucial to have experience of any working environment.



Further Information & FAQ's



WEX Process...





Before the placement...

What happens before the placement?

- ▶ Students will receive an assembly on how to make the most of the experience. Expected behaviour and other key information will also be highlighted in this session/
- ▶ At least one week before the placement, students should contact their employers. They will need to find out details, such as:
 - What is the dress code?
 - Do they need to bring anything?
 - What are the start and finishing times?
 - Who to ask for when they get there?
 - Who to contact if they are unwell, going to be late or any have any other concerns?
 - What are the arrangements for lunch? Is there a canteen or do they need to bring in a packed lunch?
 - Any other questions they may have
- ▶ Students will also need to plan their journey and ensure they know where they are going on their first day.



During the Placement...

What happens during the placement?

- ▶ All Students will receive a journal, for which they are to complete throughout the week. This will allow them to recall the tasks and skills they have learnt.
- ▶ Encourage Students to make the most of this experience. This can be achieved by asking them to show interest, talking to members of staff across a variety of roles, asking questions, challenging themselves and completing the different tasks and activities provided.
- ▶ We try to contact the employer or yourself during the course of the week to check in on how everyone is getting on. Please do not hesitate to contact us if you have any concerns before this.
- ▶ Please also report any absences to the school following the usual procedure. The Employers will also need to be informed.



After the placement...

What happens after the placement?

- ▶ Students will also be asked to complete a 'Student Reflection' form on Unifrog. (Both this and the Journal must be submitted one week after the placement.)
- ▶ Students will be given time to upload their new skills onto Unifrog.
- ▶ The Employer will be encouraged to complete a review form, detailing how well they felt the student participated.
- ▶ Students to email a thank you letter to the employer.
- ▶ A celebration assembly will be held after the Work Experience Week to highlight all of their successes.



FAQ's...

My Child has been offered a placement outside of the allocated week. Can we accept it?

We recognise that some organisations offer work experience programmes during different weeks throughout the year. Some of these opportunities could be very beneficial to certain students. Therefore, in this instance, each case would be looked at separately and authorisation will need to be obtained by their Head of Year. However, if they have been given permission to attend, a placement will still need to be found for their WEX week as no lessons will be running. All placements during term time will need to be added to their Unifrog account.

We can't find a place in our child's chosen area, what shall we do?

In the first instance, you can encourage students to think 'outside the box'. All skills are transferable. For example, the NHS will see working within a busy Customer Service Role as relevant experience for dealing with patients and their families in A&E. Bigger organisations, like Bristol Water, will have many departments including Law, HR, Accounts, Engineering and Scientific Research to name a few. Please also bear in mind that **any work experience is better than none**. Even if it is not in their chosen field, it will be beneficial. Secondly, you can contact myself to make sure I do not have any other suggestions.



FAQ's...

My Child has not been able to find a placement. What will happen during the week?

The contingency plan for students that do not have a placement will be communicated nearer the time. As we expect most students to be out on work experience, there will be no lessons running that week. In previous years, the few students that have been unable to find anything have stayed in school where they have been asked to complete a timetable of employability skills and virtual work experience. **We strongly recommended that finding any work experience would be much more beneficial to the student than the later.**

I am concerned about my child's welfare whilst on placement, what should I do?

If at any time during a placement you or your son/daughter have any concerns about their well-being, it is of utmost importance that this is reported **immediately**. We recommend that parents/carers are contacted in the first instance. Where students are not able to reach parents/carers they should contact the school. Parents/carers should then report all concerns to the school.



FAQ's...

My Child has additional needs, how can I support them to find a placement?

As part of the CST ethos, we encourage all students to access this valuable opportunity. If you have any concerns regarding sourcing an appropriate WEX placement that will be able to meet your son/daughter's needs or would like further advice or support, please do get in touch. We aim to work in partnership with yourself, the Learning Support team and employers to ensure that your son/daughter has an experience which is tailored and beneficial to them.

We have found a place outside of Bristol, can my child still attend?

Yes! As long as we are able to satisfy that any work-related risks to a student are managed by the employer, which includes completing a relevant Risk Assessment Form for young people and have provided details of their Employers Liability Insurance, they are able to travel within the UK and abroad. Last year we had students attend placements in Wales, London, Scotland, France, Prague and Dubai. *Please note that the school will not take any responsibility for the travel and accommodation arrangements and costs.*



FAQ's...

The placement we have found does not have Employers Liability Insurance (ELI), does this matter?

Unfortunately, yes. All Employers are legally obliged to have ELI, unless they are a sole trader. If this is the case, the school will not be able to authorise the Health and Safety aspect of the placement. Please contact myself if you would like more information regarding this.

How many hours will my child work?

This normally depends on the usual working hours of the industry where they are placed. It is recommended that students should not be asked to work more than a standard eight-hour day and be between the hours of 7am - 7pm.