



September 2023

Dear Parents/Carers,

We are pleased to confirm that our Year 10 students will participate in a work placement from **Monday 4th March to Friday 8th March 2024**. Work experience is an essential part of our students' education, providing them with valuable skills and knowledge that will help them in their future careers.

Students (and their families) should aim to source their own work experience placements. We are using Unifrog ([www.unifrog.org](http://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.

If you have already secured a work placement for your child, please complete Step 1 and 2 using your child's Unifrog account by **Wednesday 18<sup>th</sup> October 2023**.

**Step 1.** Your child will have now received a welcome email from Unifrog which will require action prior to completing Step 2. If you haven't received the email, please check your junk/spam folder.

**Step 2.** 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).

**Step 3.** The Unifrog system will then email the employer, the parent / guardian, and the school, 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.**

If you have not yet found a placement, we encourage you to start looking as soon as possible. We understand that finding a placement can be challenging, but we are here to support you and your child throughout the process.

Work experience is an excellent opportunity for students to gain insight into different industries and professions, develop new skills, and build their confidence. It also allows them to make informed decisions about their future careers. We believe that work experience is an essential part of our students' education, and we encourage all Year 10 students to participate in this program.



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).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Thank you for your continued support, and we look forward to working with you and your child to make this a successful work experience program.

Yours Sincerely,

*N Golds*

Mrs N Golds

Personal Development Lead and Careers Coordinator

