



11<sup>th</sup> July 2024

Dear Parent/Carer

**Year 10 Work Experience (10<sup>th</sup>– 14<sup>th</sup> February 2025)**

In Year 10, all students are given the opportunity to take part in a week of work experience. We would like all students to gain a meaningful experience from their placements. This week, Year 9 students have had a presentation about work experience, outlining the purpose and process and to get them thinking about placements that would suit their career aspirations.

**Students are encouraged to find their own work experience placements by contacting employers in industries that interest them or support their career aspirations.** This not only provides them with a valuable insight into the job search process, but can also help develop their confidence and employability skills. We work very closely with Services for Young People, who oversee the placements and also provide some limited placements for those who are unable to secure their own.

Securing a work experience placement can take a considerable amount of time, so we advise students to start thinking about this over the summer and contact employers as early as possible before placements are allocated to other students.

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.

- 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). More information will follow about this.
- The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions. For the process to work, it is essential that students add the initial information about the placement accurately, especially the employers email address.
- Unifrog have created a set of guides about placements which you can find [here](#).

Thank you in anticipation of your support. If you have any queries concerning any of the above, please do not hesitate to contact me.

Yours faithfully

*K Gaulton*

Mrs K Gaulton

Careers Lead & Careers Adviser



WE BELIEVE EVERYONE IS EQUAL: EVERYONE DESERVES THE BEST

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Headteacher: Mr Richard Vaughan B.A.(Hons)

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