



29th April 2024

Dear Parent / Carer,



Enrichment Week – Work Experience

As you are aware, your child has been allocated to the Work Experience activity for Enrichment Week, which takes place 17th-19th July. During this period, students will not be required to attend school but instead must attend the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy and develop their CV. 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. In the event a student has been unable to secure a placement, the Careers team will do their best to find a suitable placement for them.

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.

Some important logistics:

- Students need to agree the placement with the employer **first** and then students will add the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- 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.**

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.

Next steps:

Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement. If you have any questions, please contact me via email.

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 faithfully,

Miss C Shanahan

Careers Lead

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