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Letter No: 88/2023

6<sup>th</sup> January 2023

Dear Parents and Carers,

## Year 12 Work Experience: 6<sup>th</sup> – 10<sup>th</sup> February 2023

You will have seen communications from us last term about Year 12 work experience. This is further information and an update as the week approaches. We are encouraging all students in Year 12 to undertake work experience from **6<sup>th</sup> - 10<sup>th</sup> February 2023**. In this period there will be no classes – each day all students will be at 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/carers) should source their own work experience placements. The Sixth Form team will do their best to find placements or suggest ideas for any students who have been unable to find their own.

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.

### Some important logistics:

- 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).
- For the school coordinator in Unifrog, select Ms Sally Griffiths Plunkett from the dropdown.
- When students enter their placement, they **must** click the tick box next to "Finished?" and press the update placement button so the employer is contacted.
- The company insurance policy number is **not** absolutely critical, please put in the number '1' if you can't access it and it should let you proceed.
- 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.**



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 try to find a placement if you haven't already done so.
- If you have any questions, contact Ms Griffiths Plunkett at school.

It is not necessary to undertake a full 5 days of experience if this is not possible, some students would benefit from doing two or more shorter placements. If there is an excellent opportunity to undertake experience in a holiday period rather than the allocated week in February, that can be done instead. Students involved in school trips in February will need to access experience in other holiday periods.

Thank you for your support with this important process.

Yours sincerely,

Kate Mouncey  
Director of Sixth Form