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Letter No: 118/2024

19th January 2024

Dear Families,

Year 12 Work Experience Week - Monday 12th - Friday 16th February 2024

You will have seen communications from us last term about Year 12 work experience. Over 100 Year 12 students have already organised a placement for the week in February. We know it can be challenging to find a placement so do encourage your child to persevere with contacting a range of organisations. This is further information and an update as we have less than a month now until the week.

We are encouraging all students in Year 12 to undertake work experience from **12th - 16th February 2024**. 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) 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) 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 **speculatively approach a number of organisations** for a work experience placement. They have been given a spreadsheet on Google Classroom to log contacts and tips on how to find work experience.
- 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 **Year 12 Work Experience** 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 Unifrog system will then email the employer for permission. Once the employer has signed off the placement in the tool, you - the parent/carer - will be emailed to complete a permission form. Keep an eye on your SPAM and junk mail as it often goes here rather than an inbox. Once you have completed your form, the school is emailed to give the final permission for the placement. For this 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 or email: year-12-wex@sandringham.aat.school

It is not necessary to undertake a full five 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,

Athena Pitsillis
Director of Sixth Form