

26th June 2024

Dear parent / carer,

In the next academic year, all students in year 10 are being given the opportunity to undertake work experience from Monday 10th – Friday 14th February 2025.

Work experience gives students the chance to learn about the type of job they might enjoy and develop their skills and understanding of the world of work. 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 Careers Leader in school and year 10 tutors, will do their best to help find placements for any students who have been unable to find their own, but because we have limited resources, we do expect students to make their best effort at securing a placement.

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 will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). Tutors will be checking students can access their account over the next few weeks.
- 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's essential that students add the initial information about the placement accurately – please check email addresses.**

Finding out more:**High Achievement with Care & Discipline for All**

- 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:

- Year 9 students will have a work experience introduction assembly today - Wednesday 26th June.
- Each student will be given a work experience handbook which details the process of looking for, securing, and inputting the details of the placement on the Unifrog website.
- Year 9 students are expected to start looking for a work experience placement straight away and contact employers over the summer. Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, contact Madam Blyth: c.blyth@fernwood.school

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,

Yours Sincerely

Miss C Blyth

Careers Lead

High Achievement with Care & Discipline for All