

1 April 2025

Dear Parent/Carer

Re: Year 10 Work Experience Reminder – May 2025

Thank you for your continued efforts in supporting your child with arranging their in person work experience placement during Year 10 Work Experience Week (19th May-23rd May). This letter is a polite reminder that lots of students are still yet to find a placement and with the deadline fast approaching, need to ensure that this is done ASAP as otherwise pupils will be expected to be back in school for the duration of that week and attend lessons as normal.

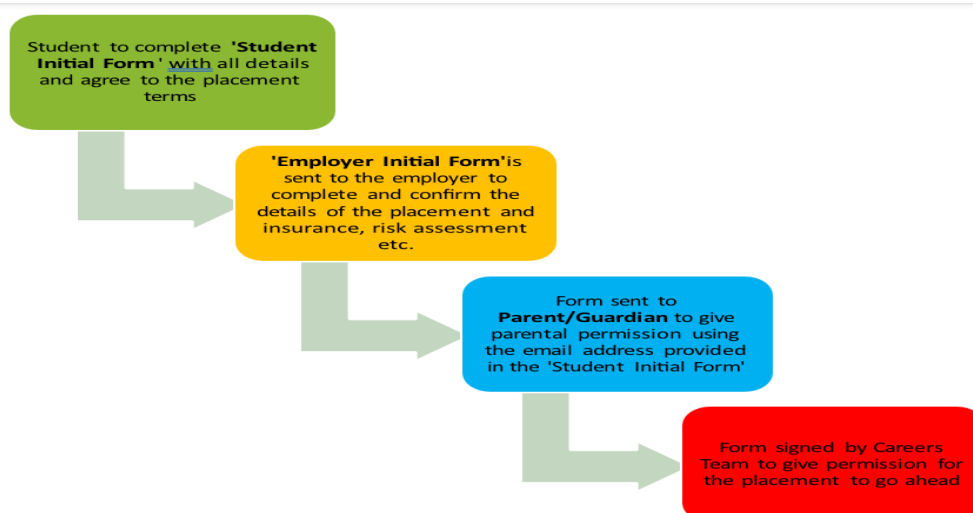
Parents and students are reminded that it is the responsibility of the student to source and secure their own work experience placements as per previous years. We do not have the provision in school to source placements for students. All students are expected to be in a work environment during this dedicated work experience week and no students will be in school. Parents and carers are welcome to host their child(ren) at their own workplace during Year 10 Work Experience Week. This arrangement would also require completing a Unifrog placement form.

Work experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathways, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.

As mentioned before each student will be expected to arrange their own placement and within daytime working hours. The placement does not have to be directly linked to their possible career path, the aim is to provide experience of a workplace and help develop their employability skills.

Placements cannot go ahead without it being logged onto Unifrog. **To ensure that we have the time to check insurances and liability we recommend that the placement is sourced and added to Unifrog by the end of the Easter holidays.**

Please see below of what happens after placement details have been logged onto Unifrog.





Any issues, please can your child speak to their tutor in the first instance or their PD teachers.

Kind regards,



Miss Rahman
Careers Lead