



LEARNING CHANGES LIVES

**Wednesday 17<sup>th</sup> December**

## Year 10 Work Experience

Dear parent / caregiver,

All students in year 10 are going to be on work experience from **Monday 29<sup>th</sup> June to Friday 3<sup>rd</sup> July**. 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 careers guidance team and year group team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

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.



Key information:

- Students need to agree their placement with the employer **first**, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / caregiver, 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.**

**Principal:** Mr S Trehearn MA, NPQH

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Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find [here](#).
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[Unifrog's Placements tool FAQs](#)', where you'll find a short animation that explains the process.
- For advice on how to help your child find a placement, take a look at the guide '[How to help your child find a work placement](#)'.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account.

If you have any questions, contact:

Y10 Achievement Coordinator: Miss K Wareham – [kwareham@lanfranc.org.uk](mailto:kwareham@lanfranc.org.uk)

Careers Leader: Mr A Barlow [abarlow@lanfranc.org.uk](mailto:abarlow@lanfranc.org.uk)

Careers lead Assistant: Mrs M West-Allwood [mwest-allwood@lanfranc.org.uk](mailto:mwest-allwood@lanfranc.org.uk)

We wish you the best of luck with supporting your child to find a placement.

Kind regards,

Mr A Barlow

Assistant Principal

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