

19<sup>th</sup> January 2024

Dear Parents and Carers,

### Year 10 Work Experience 2024 and Unifrog

As you are aware, all students in Year 10 are going to be on work experience from Monday 20<sup>th</sup> to Friday 24<sup>th</sup> May 2024. In this period there will be no normal scheduled classes; each day students will be at the workplace of their host employer.

Work experience is an excellent opportunity which provides students with the chance to learn about what type of job they might enjoy and will support students in making informed career and training choices in the future. We know that work experience can be one of the most transformational experiences young people can have during their education.

As stated in my previous letter, students (and their families) are required to source their own work experience placements to ensure that these placements are tailored to the specific interests and career aspirations of students. We will be working with students over the course of this term to guide them through this process and to help them secure appropriate work placements.

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).
- 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 is essential that students add the initial information about the placement accurately.**



Finding out more (by clicking on the links below):

- 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 (see links above), and then start contacting possible hosts for the placement.
- The deadline for finding and submitting a work placement on Unifrog is **Monday 15<sup>th</sup> April 2024**.

If you have any questions, contact [opportunity@watling.academy](mailto:opportunity@watling.academy)

Kind regards,

*Mr Stormer*

Mr Jeremy Stormer  
Assistant Headteacher