

16th April 2024

Dear Parent and Carers

Work Experience Extended Deadline

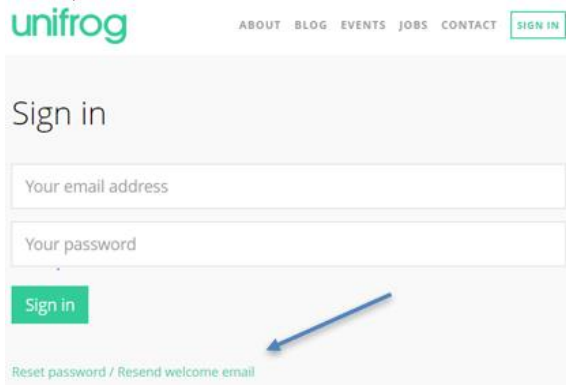
As you are aware, all students in Year 10 are going to be on work experience from Monday 20th to Friday 24th May 2024. The scheduled deadline to add work placements through the Unifrog platform has now passed and you are receiving this letter as your child has not currently completed the placement tool on Unifrog, indicating that they have not yet secured a work placement.

I have spoken to several students today and it is evident that many of them are close to securing their work placement or alternatively have secured their work placement, but not yet completed the placement tool on Unifrog. To support as many students as possible to gain a valuable work experience placement we will be extending the deadline for work experience placements to **9am on Monday 29th April**.

As stated previously, we are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme. This includes 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 will 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**.
- **Username and Passwords:** Your child's username will be their school email. If they have forgotten their password students can reset their password from the Unifrog sign in page using their email, see below.



The screenshot shows the Unifrog website's sign-in page. At the top left is the 'unifrog' logo. To its right is a navigation menu with links for 'ABOUT', 'BLOG', 'EVENTS', 'JOBS', 'CONTACT', and 'SIGN IN'. The 'SIGN IN' link is highlighted with a green box. Below the navigation is a 'Sign in' heading. There are two input fields: 'Your email address' and 'Your password'. A green 'Sign in' button is positioned below the password field. A blue arrow points from the bottom right of the sign-in form towards the text 'Reset password / Resend welcome email' located at the bottom left of the form area.

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.

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.

If you have any questions, contact stormerj@watling.academy

Kind regards,

Mr Stormer

Jeremy Stormer
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