



Tuesday 10<sup>th</sup> October 2023

Dear Year 10 Student and Parent/Guardian,

**Year 10 Work Experience – Monday 8<sup>th</sup> July to Friday 12<sup>th</sup> July 2024**

During the week commencing 8<sup>th</sup> July 2024 your child will be required to participate in **Work Experience Week**.

The main aims of work experience are to give students a first-hand insight into the world of work; to enhance their own personal and social development and to increase their careers awareness. We see this as an invaluable opportunity for students and we hope they will take full advantage of it.

Every student will be expected **to arrange their own placement** and work the normal working hours of the firm or organisation for the duration of the week. The placement your child arranges for themselves will need to be voluntary, subject to the consent of a Parent/Guardian and unpaid.

Work Experience placements may be found through personal contacts or by students writing to establishments or companies that interest them. Students are allowed to have a placement with a family member. We advise where possible, for students to limit their placement to within the nearby Counties or London area.

During the Life Programme Drop Down on Monday 25<sup>th</sup> September we launched work experience and asked all students to sign up to UNIFROG as it is their placement tool that we will be using to support the process. Please find a copy of the slides from the 25<sup>th</sup> September and details on UNIFROG here on our website [WGSB Careers Within The Life Programme](#) in the Year 10 section.

There is also a video you can watch which explains the process. [Unifrog Placements FAQs](#). The deadlines are as follows:

**By Thursday 28<sup>th</sup> March 2024** – Final deadline for all students to submit their placement in Unifrog

**By Monday 15<sup>th</sup> April 2024** - All parents and employers to have completed their forms in Unifrog

**By Friday 24<sup>th</sup> May 2024** - Mrs Cast to have all checks completed and placements agreed

Once your child has found their own placement, they need to input the placement details into the UNIFROG placement tool, and they will need to ensure that they have the correct information to the following:

- School placement coordinator name (Mrs K Cast)
- Name of business/organisation
- Start and end dates
- Employer placement lead name, email address and placement address
- Is this the workplace where you'll be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Do you have any special needs, illnesses or injuries that may affect your placement?
- Parent/guardian (who must also be your emergency contact) name and email address
- Do you agree to abide by confidentiality, safety, and absence rules?



After the student has input these details, the email and information will go to the Placement Provider to agree and then it will come to you as a parent to agree, and then onto the school for final approval. Students have been made aware of this very important time frame and we appreciate your support in ensuring that your child has organised their placement before these deadlines.

As part of the Life Programme drop-down on the 25<sup>th</sup> September your child also set up a free Springpod account which gives them access to Virtual Work Experience opportunities during the school holidays. We would encourage students to sign up to opportunities and use this platform to expand their exposure to the world of work and the future careers options open to them. More information can be found in the slides and under Virtual Work Experience in the Careers Section of the school website.

Additionally, if you can provide a work placement for some of our Year 10 students or have contacts who may be able to support us with work placements, please do not hesitate to contact me.

Yours sincerely,

Mrs K Cast, Year 10 WEX Coordinator

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Mr W Darwin Head of Year 10

[wdarwin@wgsb.co.uk](mailto:wdarwin@wgsb.co.uk)