



19th September 2024

Dear Parent/Guardian

All students in Year 10 are going to be on work experience from 30th June 2025 - 4th July 2025. 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 department will do their best to provide information on 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 would also like to mention at this point that students will only be able to attend a placement that has Employer Liability Insurance.

We are using Unifrog (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 you will need to know:

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's essential that students add the initial information about the placement accurately, especially the employers and parent/guardian email address.**

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Headteacher: Mr A Weatherhogg

Finding out more:

Unifrog have created a set of guides about placements which you can find at:

<https://www.unifrog.org>.

There is also a short clip explaining the administration process on our website:

<https://www.wordsleyschool.co.uk/curriculum/careers/yr10careers/>

Also we recommend looking at: <https://www.unifrog.org/placement/guides/for-students-a-guide-to-placements-work-experience> , this includes advice on how to find a placement.

Next steps:

Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement as soon as possible.

If you have any questions, contact Miss Shaw, Careers Co-ordinator or Ms Willetts, WEX support.

We wish you the best of luck with supporting your child to find a placement. Please do make use of the Unifrog guides to help you.

Kind Regards



Miss R Shaw

Careers Co-ordinator
The Wordsley School

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