



6th December 2024

Dear parent/carer

All students in Year 10 are scheduled to take part in a work experience placement from 14th July – 18th July 2025. During this period, it is expected that all students will be at the workplace of their host employer and not in school. Students return to school on Monday 21st July as the end of term is Wednesday 23rd July at 1pm.

Work experience gives students the opportunity to learn about the variety of aspects to a job role and develop their CV's. We know it can be one of the most transformational experiences young people have during their education by providing a vital window into the world of work for them.

It is expected that students (with help from their families) should source their own work experience placements, with the careers guidance team on hand in school to support where needed. To help with this we are using a platform called 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.

There are some important logistics which need to be considered, however:

- A student needs to agree the placement with the employer **first**, and then the student must add the placement to their Unifrog account (they can do this through the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carer, 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.**

To find 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.

Next steps:

- Students, parents and carers should read the placement guides on Unifrog, and then students should start contacting possible hosts for their placement
- If you have any questions, please contact Miss Chalmers in the first instance.



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

Kind regards,

A handwritten signature in black ink, appearing to read 'H Chalmers', written in a cursive style.

Miss H Chalmers
Lead of Personal Development
chalmersh@jfcs.org.uk