



September 2023

Dear Parent/Carer,

Re: Work Experience – Monday 15th – Friday 19th July 2024

As you may be aware, as part of the curriculum, students have got the opportunity to take part in a period of Work Experience. All students in Year 10 are going to be on Work Experience from **Monday 15th – Friday 19th July 2024**. During this time there will be no timetabled classes for Year 10, students will be at their work placements. Any student who does not attend Work Experience will be required to be in school.

Work Experience gives students the chance to learn about what type of job they might enjoy and develop their CV. It can be one of the most transformational experiences young people have during their education.

Students should source their own work experience placements. Please commence looking early, as there are other local schools who will be also looking for placements in our area at the same time.

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:

- 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 / carer, 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.

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Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385



Headteacher
Mr M Clarke

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Finding out more:

- Unifrog have created a set of guides about placements which you can find here- [Parent Guide](#). Within this set of guides, start with [this](#) guide (it includes a short animation of how the whole process works).
- Next, take a look at this guide, [Parent Guide 2](#) because it 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.
- If you have any questions, contact me at school or e mail lisa.hill@castlephoenixtrust.org.uk

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

Yours sincerely

L J Hill

Miss Hill
Careers, Aspirations and Guidance Co-Ordinator

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