

12th September 2024

Dear Parent/Carer,

All Year 10 students will take part in 5 days' work experience from Monday 7th July until Friday 11th July 2025. The vast majority of students find this experience very useful. For some it is an opportunity to look at a career area that interests them, but more importantly it is a chance to develop their personal and social skills and meet the challenges of the world of work.

In school we prepare students for work experience during tutor time. We draft letters and emails to employers, practise interview techniques, telephone calls and study health and safety measures. We also launched work experience in assembly on Tuesday 10th September 2024, where we provided them with all the information that they need.

In order for this to be a successful and positive experience for your child, we are asking students to organise their own work experience placement this year. They can write or telephone places of their own choice. These may be contacts that you have, or may simply be found by looking on the internet. All placements must have public and employer liability insurance in order to go ahead.

This is the **preferable** method of setting up a placement as evaluation of Work Experience over several years has revealed that those students who made a private arrangement rated the experience as excellent compared to those accepting one that was chosen for them.

Once your child has confirmed a work placement with an employer, they will be asked to submit this information on Unifrog (www.unifrog.org) using the placement tool. Your child will receive their account details and login information for this platform during form time sessions the week commencing the 30th September. They can then access Unifrog at home to enter the placement information after this date.

It should be noted that whilst on work experience students are classed as young workers and will be expected to work a full working week. Students may need to give notice that they will not be available for part-time jobs or responsibilities during this period. Students are also not allowed to work in a school where they have a younger brother, sister or other close relative.

The deadline for all students to find a placement and submit their placement onto Unifrog's placement tool is the 22nd April 2025. However, it can take some time to finalise placements and we encourage students to find their placements as soon as possible.

If you have any questions about work experience, please contact Mrs Hardcastle on the school number or shardcastle@thecvhs.co.uk.

Yours sincerely

Mrs Hardcastle
Careers and Guidance Officer

