

Dear Parent/Carer,

Year 10 have now started the Careers programme at form time and have been provided with the information and resources that they need to find a work experience placement.

Please see the information below for updates on the work that they are completing and key dates and deadlines.

Work Experience letters and emails

Year 10 have been drafting a work experience letter and email that they can send to employers to support them with finding a work placement. They are now adding this information to the writing tool in Unifrog and can access the work at home. Despite allocating time in form time to complete this, some students are not making the expected progress on this work. We are asking for your support with this, please can you ask your child to complete this work at home on Unifrog if they haven't completed it. Your child will be able to log in and show you their progress.

Work Experience, 7th – 11th July 2025

Once your child has found a work experience placement, they need to add the employer information on to Unifrog on the placement tool. This starts the process of confirming and finalising the placement. Your child has been given the details of how to access their account and can add the placement details on to Unifrog at home. If your child has found a placement, please check that they have added the information on to Unifrog.

After half term, we will be moving on to a different topic for Careers and students will be asked to continue contacting employers to find a placement in their own time.

The deadline for all students to find a placement and add the information on to Unifrog is the 22nd April 2025 but we are advising students to find a place as soon as possible so that they have a guaranteed placement and we can start finalising placements which can take some time.

Colne Valley High School Careers Fair – 14th November, 4.00pm – 7.30pm

The Careers Fair has been arranged for November this year and is a good opportunity to explore their options in preparation for post 16 applications. Your child will begin making college applications in October during Year 11 and we advise Year 10 to explore their options now so that they feel prepared for making their decisions in Year 11.

If you would like to attend the Careers Fair, the link to the sign up form is here:

<https://forms.office.com/e/CWS0SwAJWc>

If you have any queries regarding work experience and your child's progress with the work experience tasks, please contact your child's Form Tutor in the first instance and they will be able to provide you with an update on your child's progress.

Your sincerely,
Mrs Hardcastle

