



13th March 2024

Year 10 Work Experience

Dear Parents / Carers,

As part of your child's careers programme, they are required to take part in a work experience week during year 10.

Students are expected to engage with work experience opportunities to give them: an insight into the world of work, to give both context and practical application for the skills and theoretical knowledge they will be learning during lessons, as well as improving confidence and transferable skills to ultimately support future encounters with employers later on in a student's career path. **Work experience is mandatory and all students are expected to participate.**

We have secured a week during term time for Year 10 students to arrange a work experience placement for themselves which will take place from **Monday 15th July - Thursday 18th July**. Students will be expected to be in school for Friday 19th July to participate in the end of year Mass and celebrations.

Students are expected to arrange a placement themselves. By contacting and engaging with employers it will give them an opportunity to develop and build on their communication skills. Students can seek support from the Careers Coordinator in school for companies and employers should they be unsure of where to contact and students are also encouraged to liaise with parents/carers/family/friends to help source placements. We appreciate any support you can offer to your child or other students to help source good quality work experience placements.

All placement information will be inputted on to Unifrog, which is a careers destination platform used in school to help students make informed decisions about their next steps. Once a student has found a placement, they will input the information onto Unifrog which will then be passed to the employer who will upload the necessary health and safety documents. Next, the process will be passed to yourself, who will confirm the placement, and then finally the information will be passed back to the school who will approve the placement. To ensure that the process moves quickly, we asked that students find a placement by **Friday 24th May** to allow for the rest of the process to be completed before the work experience week.

If you have any questions or concerns, please do not hesitate to contact the school or myself.

Yours faithfully,

Miss. Phillips
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