



October 2023

Dear Parent/Carer

## Work Experience for students in Year 10

Further to the information given at Year 10 Parents' Information and Support Evening, I am writing to confirm arrangements for next summer's work experience. Work experience gives students the chance to learn about what type of job they might enjoy, and also to develop their CV; we know it can be one of the most transformational experiences young people have during their education.

All students in Year 10 will be completing work experience from 10 to 14 June 2024. During this period there will be no classes; each day all students will be at the workplace of their host employer.

Students (and their families) should source their own work experience placements. The careers guidance team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we may only be able to help a few students.

We are using Unifrog ([www.unifrog.org](http://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 and Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree to the placement with the employer **first**, and then they will add the placement to their Unifrog account (the Placements tool can be found on the 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**. We are asking students to complete the initial teacher form by 16 February 2024.

Finding 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:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, email Mr Roberts at [lroberts@ashlyns.herts.sch.uk](mailto:lroberts@ashlyns.herts.sch.uk).

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

Kind regards

A handwritten signature in black ink, appearing to read 'L. Roberts', with a long horizontal flourish extending to the right.

Mr L Roberts  
Assistant Headteacher