



January 2024

Dear Parent/Carer

Year 10 Work Experience - 10 to 14 June 2024

We are writing to remind you of the forthcoming deadline for uploading the details of your child's work experience placement onto the Unifrog platform. The deadline for submission is Friday 16 February, providing a six week window for students to secure and upload the necessary information.

Whilst we understand that finding a suitable work experience placement for your child may present certain challenges, we want to assure you that the experience gained is invaluable. It not only exposes students to real-world scenarios but also helps them develop essential skills and gain insights into potential career paths.

Below are some reminders to support you with this process:

- 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/carers, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately**. We are asking students to complete the initial teacher form by 16 February.

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, please email Mr Roberts at 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.

Yours sincerely

Mr L Roberts
Assistant Headteacher