

12<sup>th</sup> September 2024

Dear parent / carer,

All students in 10 are going to be on work experience from **Tuesday 8<sup>th</sup> July – Thursday 10<sup>th</sup> July 2025**. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) need to source their own work experience placements. Our careers team will of course be able to support.

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 & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, 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.**
- **Students must select "in person placement" and need to check they have inputted email addresses correctly.**
- The deadline for this to be completed is **Friday 9<sup>th</sup> May 2025**

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:

- This process will be explained to students during an assembly week beginning 23<sup>rd</sup> September
- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Ms K Lawton (careers lead) [klawton@pittville.gloucs.sch.uk](mailto:klawton@pittville.gloucs.sch.uk)

Please remember that students are in competition with students from other school for placements so acting as soon as possible will ensure students gain this experience.

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

Yours Sincerely



Mr A Raistrick  
Deputy Headteacher