



March 2023

Deadline Reminder Year 10 Work Experience Week 26th June to 30th June

Dear Parents and Carers,

Firstly, thank you for all your support in researching and sourcing work placements.

Whilst many of our students have now successfully secured their Work Experience week, we have a number of students who are still in the process of arranging their placement or awaiting the required information from employers.

We realise that many students have been focusing on their Year 10 mock exams and have been unable to commit their time to searching for placements. With this in mind, I would like to reiterate that the deadline for Work Experience forms to be completed via Unifrog is **Monday 17th April 2023**.

We would like students to use the Easter holidays as an opportunity to continue with their search, to contact employers and finalise the necessary arrangements.

Own Placements

Please be aware that Woking High School is only able to support 'Own Placement' requests for Work Experience. Students actively source their work placements for the period and these are therefore often more precisely tailored to the students' interests. Companies also really appreciate the confidence and enterprising attitude shown by students who make the effort to contact them personally. All 'Own Placements' are subject to health and safety checks.

To ensure the process is as professional and effective as possible we are using Unifrog (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 /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**.

Finding out more:

- Unifrog have created some work placement guides. The most useful one Initially can be found [here](#) (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.
- All students will have a Unifrog Work Experience session during tutor time.

Next steps:

- Students can access the platform for the first time using a link which was sent to their school email account. They can then login to Unifrog using their school email address and password. After this they can then revisit Unifrog from any computer, tablet or smartphone (when outside of school).
- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- The deadline for all placements to be confirmed by an employer is Monday 17th April 2023.

This is a fantastic opportunity for our students and we encourage you to talk to your son/daughter about the value of Work Experience and to support their application. If you would like to know more about the process or to discuss your child's placement in particular, please do not hesitate to contact me cjarman@wokinghigh.surrey.sch.uk.

Yours sincerely,

Miss C Jarman
Careers and Work Experience Coordinator