

PENKRIDGE BANK ROAD
RUGELEY
STAFFORDSHIRE
WS15 2UE

PRINCIPAL: RACHAEL SANDHAM
T +44 (0)1889 802440
E enquiries@hartschool.org.uk
www.hartschool.org.uk



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MEL/ SDO

06 November 2023

Dear Parent/carers

Year 10 Work Experience – July 2024

I am writing to inform you that all students in Year 10 will undertake one week's work experience from Monday 15 to Friday 19 July 2024.

Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, increase economic understanding from outside the classroom and relate their studies to work and training. It is also an opportunity for students to gain the independent skills of searching for a job, contacting an employer and fulfilling a role within an organisation. 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) should source their own work experience placements. The careers team will do their best to find placements for any students who have been unable to find their own, because we have limited resources, we expect to only be able to help a few students.

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, the students will then 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/carers 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 a set of guides about placements which you can find [here](#).
- Within this set of guides, the [How to use the placements tool guide](#) is the best guide to start with, it includes a short animation of how the whole process works.
- Next we recommend looking at [A guide to placements/ work experience](#), which 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 contact Sandip Dosanjh, sandip.dosanjh@hartschool.org.uk

In order to ensure students are prepared for this process, Year 10 PSHE lessons this term will be focused on preparing for work experience, interview skills; CV writing; transferable skills and body language.

The school value your support in encouraging your child to make arrangements as soon as possible. The deadline for securing work experience placements is Friday 26 April 2024.

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

Yours Sincerely

Miss S. Dosanjh
Assistant Principal – Personal Development