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**THE HART
SCHOOL**
*Creative
Education
Trust*

RSA/MEL

22 October 2024

Dear Parents and Carers,

Re: Year 10 Work Experience

Date: Monday 14 July – Friday 18 July 2025

The Hart School is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students.

The aim of our careers curriculum is to develop the skills, attitudes and abilities of all our students to enable them to make effective decisions about their future education, training and employment. One of the ways in which we do this is through a designated work experience week during Year 10.

There is no legal requirement for schools to run a work experience week, however the [Gatsby Benchmarks for Good Career Guidance](#) recommend that all students should have access to 'experiences of the workplace' before they finish their education.

Please see below some work experience 'FAQs'.

What is Work Experience?

Our work experience week will involve your child spending 5 days (a working week) with an employer and filling out a 'work experience journal' to document what they learn.

Work Experience is an opportunity for your child to:

- Get an insight into the world of work
- Experience a workplace first-hand
- Develop their career readiness skills
- Broaden their career aspirations
- Grow in confidence



When is it?

Our Year 10 work experience week is scheduled for **14 July – 18 July**. There will be opportunities to complete further work experience later on if your child chooses to stay at The Hart School for Sixth Form.

How do we find Work Experience?

In the first instance, we encourage students to source their own work experience, with your support. This is the first 'challenge' and part of the independence and resilience involved in work experience. You could consider:

- Asking family, friends or other people known to you
- Reaching out to local companies, organisations or charities using via an email or phone call

If you are finding it particularly difficult to a secure work experience, please get in touch, as we may be able to allocate a pre-arranged placement. Please be aware that these placements highly sought after and not guaranteed.

We have found a work experience placement – what now?

The placement must be recorded on **Unifrog**, our online careers platform.

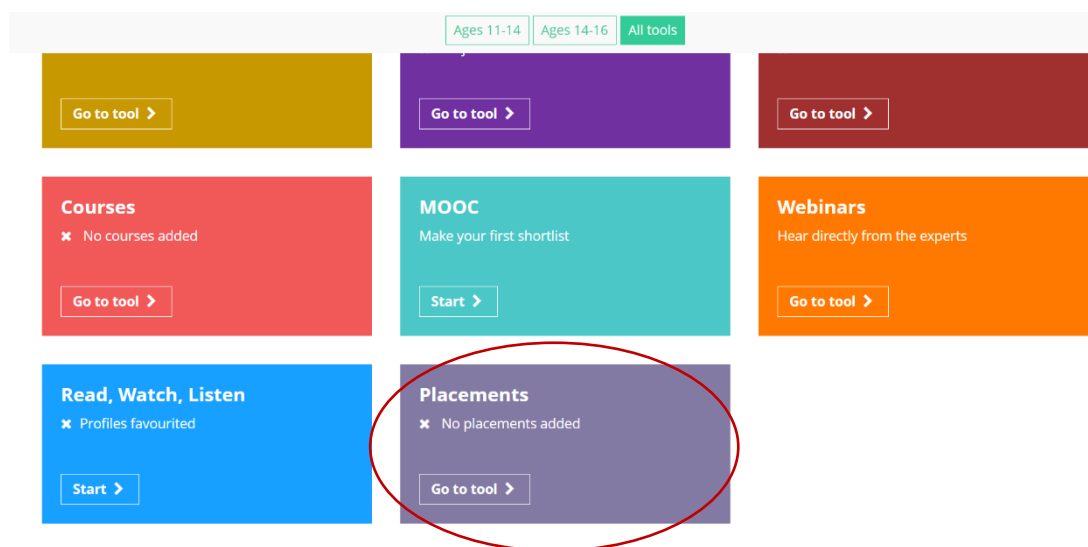
We use the **Unifrog 'Placements tool'**: in short, this involves 4 online forms that are completed by the student, the employer, the Parent/Carer and a member of school staff. This has replaced the need for paper Health & Safety forms and is much quicker and more efficient!

1. The student must first log into Unifrog using their school email address.
2. Click on the lilac 'Placements' tile.
3. Follow the instructions to log the details of the Work Experience.

You will need:

- The employer's name, address and contact details.
- A short description of what you will be doing on the placement.
- Parent/carer email address.

Once the student form has been submitted, this will automatically trigger an email to yourself as the Parent/Carer, the employer and to us in school. **All parties must then give their consent for the placement to go ahead.**



If you'd like to know more about how the Unifrog Placements tool works, scan the QR code to watch a short video.



Is Work Experience safe?

Once the student has confirmed and logged their placement on Unifrog, all employers/workplaces offering work experience will be required to complete a Health and Safety form which will confirm that:

- ✓ Their workplace and all activities to be undertaken by the young person have been risk assessed
- ✓ They have suitable Employer Liability Insurance
- ✓ They understand what the law says about young people in the workplace
- ✓ The work will not involve the student having any interaction with individuals who have been disqualified from working with children and/or on the Children's Barred List

A member of staff will review this form and 'approve' the placement before it goes ahead.

Can my child stay in school that week?

We would like to get as many students as possible off-site and experiencing the world of work face-to-face. If you feel your child may struggle with this, please get in touch and we will look into alternative solutions.

Will my child get a 1-1 careers appointment to discuss work experience?

All students will receive a 1-1 careers meeting before the end of year 11. If you would like to request this sooner in order to support with work experience, please get in touch.



Who do I contact for more information?

For queries regarding work experience or the careers programme at The Hart School in general, please feel free to get in touch with a member of the careers team. Alternatively you can get in touch with the Year 10 pastoral team, or telephone the school reception during school hours.

Careers Team

Miss J Rowley – Careers Advisor – jade.rowley@hartschool.org.uk

Miss K Caulfield – Careers Leader – kyra.caulfield@hartschool.org.uk

Mr B Brennan – Assistant Principal/Head of Sixth Form – ben.brennan@hartschool.org.uk

Year 10 Pastoral Team

Miss K Trigg – Head of Year – katie.trigg@hartschool.org.uk

Mrs S Burns – Student Support Officer – sally.burns@hartschool.org.uk

Yours sincerely

Miss J Rowley
Careers Advisor

Miss K Caulfield
Careers Leader