



January 2025

Dear Parent / Guardian,

All students in Year 10 are going to be on work experience.

This academic year all students in Year 10 will complete work experience from:

Monday 30th June until Friday 4th July 2025.

Students have had all the information to support this delivered in the hall today, please find the PowerPoint attached on your child's Year 10 Teams channel. In this week, all students will be at the workplace of their host employer. Anyone not securing a placement confirmed on the Unifrog placement tool, will remain in school.

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 guidance and KS4 team will support finding placements for students, but the expectation is that students find and apply for their own, real World of Work, experience.

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.



All Saints Catholic Collegiate

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Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will then begin the process 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, once this has been agreed with the employer**.

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, contact Ms V Kerr, Careers, at vkerr@stmca.org.uk

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

Kind regards,

Victoria Kerr, Careers.