Monday 8th January 2024

Dear Parent/Carer

As part of preparing students for their futures, Year 10 students will be doing **Work Experience on 8th and 9th July 2024**.

Work experience is an opportunity for young people to gain an insight into the 'World of Work' and help prepare students for the responsibilities and opportunities of adult life.

Students will need to find their own placements for these two days. There are now opportunities for work experience to be done virtually by some companies, but these placements would need to be completed and supervised at home using the Unifrog process as below. We have a few placements that we can offer to some students who are in most need and I will contact them directly. All students will be supported with the process via the Tutor Programme and Personal Development sessions.

Work experience will be recorded using Unifrog. Students already have access and use this programme, https://www.unifrog.org. Parents can also access Unifrog using the code CXGSPARENTS. The platform will walk you through the legal steps which need to be completed.

The steps are:

- Initial contact details.
- Employer details which include health and safety, safeguarding, risk assessment and insurance.
- Parent consent.
- School consent.

All these steps need to be completed by 31st March 2024, to secure the placement. Any problems then please let me know.

How can parents support their children with finding a work experience placement?

- Use your network. Family and friends are always a great place to start with finding work experience for your child. They too have a network they could ask!
- Use Google to search for local employers.
- Come to work with you.
- Contact employers via LinkedIn and messages through their early careers programme.

If you have concerns or would like further information at this time, please do not hesitate to contact me at the school. We appreciate your support and cooperation for the Work Experience process.

Yours sincerely

H Thompson

Mrs Hannah Thompson
IAG Officer