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Dear Parent/Carer

Year 10 Work Experience:

We are delighted to be writing to inform you of work experience for Year 10 students this academic year. We believe that work experience is a vital factor in helping students to understand the world of work and realise the reality of the careers curriculum they follow within the academy. It can also help them consider what their future steps may be. Participation has been proven to help students' personal and social development, as well as learning key employability skills.

At this stage of their education, we expect students to seek placements that will give them an idea about what it is like to go to work, but not necessarily an experience related to their career. However, if a placement can be linked to their future aspirations, this will assist them in deciding if this is a career path they wish to pursue in the future. All students will be going on work experience. Each day the students will at the workplace of their host employer.

To organise a work experience placement can take a long time. It involves input from the student, the academy and the employer. Sourcing a placement must not be left until the last minute. Students (and their families) should source their own work experience placement. Form tutors, Mr Janes, Mrs Sharman and Mrs Warnes will do their best to help find placements for any that have been unable to find their own, but we obviously don't have an infinite bank of placements, so would only expect to help a limited number of students.

When will Work Experience take place?

Year 10 Work Experience will be for 5 days. It will take place from **Monday 17th May 2027 to Friday 21st May 2027.**

How to log a placement for Work experience

We are using Unifrog (www.unifrog.org) to manage the administration of all placements. This platform will collect vital information from the employer to make the placement safe for the student, for example, an Employers Liability insurance certificate and health and safety policies. It will also ask for agreement from yourselves that the placement can take place.

Some important logistics:

- Employers need to agree to the placement with the student **FIRST**. This can be done by email or verbally. Agreement is important so the employer is not surprised at the request being made.
- Students then need to ask the employer to complete the attached information sheet.
- Students will get the ball rolling by adding this information to their Unifrog account.
- The Unifrog system will then email the employer to complete their part, which once completed then alerts the parents/guardians to give their permission, that then finally comes back to school, for us to approve.

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- Please ensure the employer knows to expect an email from Unifrog, that they will need to open and action.
- It is essential that students add the initial information about the placement and the parent/carer accurately or it will prevent the process working at all.
- The final date for parents/carers to have completed the online form (the last part of the process) is Monday 22nd February. Please note that the employers need to have completed the form and the details entered onto Unifrog by students by Friday 8th January.

Finding out More:

There are several guides about placements on Unifrog to help you: <https://www.unifrog.org/placement/parent-guides>

Other general information

Travel

When finding a work experience placement please be aware of travelling expenses and timetables. The Academy is unable to pay for or arrange transport.

Preparation

Students will receive guidance and advice on workplace behaviour, health and safety, and other work-related issues prior to their placement.

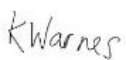
What are the benefits of work experience for students?

Work experience provides students with the chance to experience the world of work. It is a preparation for life after TNHA. The skills we hope students might gain are:

- Good verbal and written communication.
- Being able to work with others.
- The ability to plan and organise their working day.
- Being able to use their own judgement in different situations.
- Showing initiative and being self-motivated.
- Having the ability to solve problems.
- Being able to complete a task on time and to a budget.
- Being ICT literate.
- Being competent at working with numbers, data and information.

If you have any further questions or concerns, please do contact me on my email: Kate.Warnes@attrust.org.uk or contact your child's form tutor.

Kind regards.



Kate Warnes
Director of CEIAG