

8 March 2023



Dear Parent / Carer,

Work Experience with Unifrog

This academic year provides your son or daughter with the opportunity to experience the world of work. Such experiences are essential to your son or daughter's personal growth and development, complementing the work undertaken here in school.

Work experience gives pupils the chance to learn about what type of job they might enjoy in the future, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

All pupils in year 10 are going to be on work experience from **15 May to 19 May 2023**. In this period there will be no classes – each day all pupils will be at the workplace of their host employer.

Pupils (and their families) should source their own work experience placements. We will do our best to find placements for any pupils who have been unable to find their own, but because we have limited resources, we expect to only be able to help with a small number of placements.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer including their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important information in the planning of your child's work experience:

- Pupils need to agree the placement with the employer **first**, and then pupils will start 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 / carer, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that pupils add the initial information about the placement accurately.**

Pupils should have a placement in place by **17 April 2023**. When they arrange the placement they need to get the following information from the employer:

- Name of the business
- Working hours
- Employer contact name
- Employer contact email

A form is attached to this letter for pupils to complete when they arrange the placement.

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Finding out more:

- Unifrog have created a set of guides about placements which you can find at <https://www.unifrog.org/placement/guides>.
- Within this set of guides, this is the best one to start with; <https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool> (it includes a short animation of how the whole process works).
- Next we recommend looking at this one; <https://www.unifrog.org/placement/guides/for-students-a-guide-to-placements-work-experience>, because it includes advice on how to find a placement.

Work experience Information Evening for Parents/Carers – Tuesday 14 March 2023

We are holding an information evening about work experience and how to use Unifrog on **Tuesday 14 March 2023 18.00 to 18.45**. The focus of the evening will be to provide an overview of the work experience process and to demonstrate how to use Unifrog as a parent. There will also be an opportunity to ask any questions you may have. Please indicate on the reply slip below if you intend to attend this short meeting.

Next steps:

- Please ensure that we have an up-to-date email address to enable Unifrog to send you details about your child's placement.
- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Ms J Lilley; jo.lilley@lancasterhigh.lancs.sch.uk or Mr Clark; gavin.clark@lancasterhigh.lancs.sch.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. If you have any queries, please do not hesitate to contact me at school.

Yours sincerely,



Mrs Jo Lilley
Assistant Principal

Information Evening Attendance Slip

If you would like to attend the Work Experience Information Evening on Tuesday 14 March 2023, please complete and return the slip to CLHS by Friday 10 March 2023

I / We would like to attend the Work Experience Information Evening on Tuesday 14 March.
I am Parent / Carer to;

Name of Pupil: _____

Form: _____

Name: _____

Date: _____

Signature: _____



Work Experience Placement Form

All pupils in 10 are going to be on work experience from **15 May – 19 May 2023**. In this period there will be no classes – each day all pupils will be at the workplace of their host employer.

Pupils (and their families) should source their own work experience placements. We will do their best to find placements for any pupils who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few pupils.

Once pupils have sourced a placement they should complete the form below so they have all the details to add to their Unifrog account as part of the 'student initial form'.

Name of the business	
Working Hours	Start time Finish Time
Employer Contact name	
Employer contact email address	