

19<sup>th</sup> January 2024

Dear parent / carer,

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, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

All pupils in 10 are going to be on work experience from **13 May – 17 May 2024**. 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 a few pupils.

We are using Unifrog ([www.unifrog.org](http://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.

Some important logistics:

- Pupils need to agree the placement with the employer **first**, and then pupils will get the ball rolling 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 pupils add the initial information about the placement accurately**.
- School is unable to agree placements for pupils without Employers Liability Insurance, or placements with Sole Traders.

Pupils should have a placement in place by **23 February 2024**. When they arrange the placement they need to get the following information from the employer:

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

Once they have this information, they must log it on Unifrog and all parties must complete their sections by the 19<sup>th</sup> April 2024

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Executive Headteacher: Mr J Cowper  
The Bay Learning Trust. Registered in England & Wales.  
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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 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 [jlilley@lancasterhigh.lancs.sch.uk](mailto:jlilley@lancasterhigh.lancs.sch.uk) or Mr Clark [gclark@lancasterhigh.lancs.sch.uk](mailto:gclark@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.

Kind regards,

Ms J Lilley  
Assistant Headteacher Personal Development