



# Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL.  
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Headteacher: Mr M Symes BA(Hons), NPQH

Dear Parent/Carer,

All students currently in Year 10 are going to be on work experience for one week during the first term of Year 11. The dates are **9<sup>th</sup> to 13<sup>th</sup> September 2024**. In this period there will be no classes; each day all students will be at the workplace of their host employer.

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, with the support of their families, should source their own work experience placements. The careers guidance team will be on hand to assist pupils needing additional help and I have also attached a contact list of employers who have previously agreed to host a pupil. If you want to use one of these contacts, you must speak to them to ensure that they still have availability. Please do not feel you have to use one of our contacts if you already have somewhere else in mind.

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.

Next steps:

- There will be an information assembly for **parents** on **Wednesday 12<sup>th</sup> June at 6pm** in the school hall.
- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Claire Powell [c.powell@holyfamilyhighschool.co.uk](mailto:c.powell@holyfamilyhighschool.co.uk)

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). This must be done by **Friday 12<sup>th</sup> July**
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.

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

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

Kind regards,

Claire Powell  
Holy Family Careers Lead