

# St Michael's Church of England High School

## *A Church of England Academy*

Headteacher: Mrs J Jenks BSocSci Hons PGCE

Deputy Headteachers: Mr J Chadwick B Ed Hons, Mrs C Hooley BA Hons PGCE

*Growing in Body, Mind and Spirit*



October 2024

Dear Parent/Carer

Later this academic year your son/daughter will be undertaking one week of work experience, from Monday 14 July to Friday 18 July 2025.

Work experience provides an incredible opportunity for young people to gain a deeper understanding of a profession or employment sector. Pupils have been encouraged to complete as much of the research and application as they can without support. This will serve as a practice for applications they will make in future and will help to develop skills required for effective, professional communication.

Pupils are being asked to find their own placements. An assembly was held on Friday morning introducing pupils to the concept of work experience which provided them guidance about how to find a placement. In addition we have produced a guidance document for pupils to access in their own time, which you can find attached. We recognise that you may also be able to support your son/daughter with sourcing a placement through friends/family or contacts within your own profession, however, we would still encourage you to allow the pupils to make direct contact to formally arrange their placement.

We have invested as a school in a new careers platform, Unifrog, which will manage the work experience process through their 'Placement' function. Pupils will be taught a lesson on how to access and use the platform in one of the Year 10 Careers Lesson at the end of the Michaelmas 2 term and beginning of Lent 1.

To submit a placement via the platform pupils will need to have collated the following information:

- Email address and name of contact at their placement
- Name of the organisation
- Parent/carer email address

At this stage it would be helpful for pupils to advise any placement they secure that they will be contacted by email by the Unifrog system to complete a form once their placement has been submitted on the platform.

There is no alternative to the work experience week; pupils are unable to choose to be in school and are not permitted to use the school week for other purposes or absences. As during any normal school week we will be required to account for the attendance of all pupils. Furthermore contact will be made directly with the placement provider, and in some cases visits will be made to the placement site to check on the progress of pupils during the week.

We want this experience to be as meaningful as possible to pupils which is why a placement within a field of interest would be desirable, which might set them ahead when applying for their 'dream job' in the future. However, the work experience opportunity is equally a chance

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for pupils to explore a different interest, a workplace environment, to develop skills or simply to find out what aspects of work they do not wish to pursue in the future.

Listed below are key dates to be aware of in relation to the work experience programme and information on when you can expect further communication.

|                    |   |
|--------------------|---|
| 11 Oct 2024        | Assembly – Introduction to 'Work Experience'                                    |
| 14 Oct 2024        | Letter to parents – Work experience   |
| 18 Dec – 22 Jan 25 | Careers Lessons – How to submit the placement on Unifrog                        |
| 16 Jan 2025        | Lunchtime drop in – Placement advice  |
| 28 Jan 2025        | Letter to parents – Next steps – Approving placements                           |
| 25 Mar 2025        | Lunchtime drop in – Placement advice  |
| 22 Apr 2025        | Lunchtime drop in – Placement advice  |
| <b>02 May 2025</b> | <b>Pupil deadline for securing and submitting a work experience placement</b>   |
| 01 July 2025       | Letter to parents – Final details and arrangements for the work experience week |

If you have any queries about the work experience programme please ask your son/daughter to enquire with Miss Curtis directly or please make contact with school at the following email address: [workexperience@saint-michaels.lancs.sch.uk](mailto:workexperience@saint-michaels.lancs.sch.uk).

Thank you for your support.

Yours sincerely



E Curtis (Leader in Learning: Vocational Education, Careers and Business Enterprise)