

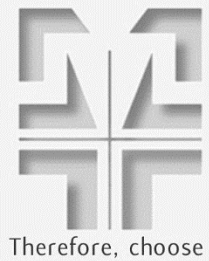
St Michael's Church of England High School

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'



January 31 2023

Dear Parent/Carer

Your son/daughter has now completed a lesson on our new careers platform, Unifrog. Pupils have been guided how to submit their work experience placement and have been given specific details that need to be inputted correctly on the form.

Pupils are now able to submit their placements through Unifrog and have been advised to complete this as soon as possible. As part of their placement submission, pupils have been informed that they must agree to the following conditions in order for their placement to take place:

- Unifrog sending their details to the employer email address they've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences.

Once submitted, the following steps will be taken:

1. The placement form is sent to the work experience provider to collect essential information including aspects of health and safety.
2. The placement and employer form will then be shared with parent/carers. This will be delivered to the email address provided by your son/daughter.
3. Parents/carers must read all information carefully.
4. Parents/carers should then complete and submit the consent form to approve the placement. (When providing consent you are agreeing to the conditions of the placement as specified by the employer and confirming you are happy with the health and safety measures in place).
5. School will review the submitted forms.
6. Pupils and employers will be notified by email when all the necessary checks and approvals are complete.

Please see below a reminder of the key dates shared with you last term regarding the work experience programme.

31 Jan 2023	Lunchtime drop in – Placement advice Letter to parents – Next steps – Approving placements
28 Feb 2023	Lunchtime drop in – Placement advice
30 Mar 2023	Lunchtime drop in – Placement advice
21 Apr 2023	Pupil deadline for securing and submitting a work experience placement
30 Jun 2023	Letter to parents – Final details and arrangements for the work experience week

If you have any queries about the work experience programme please contact the school directly at the following email address: workexperience@saint-michaels.lancs.sch.uk. Thank you for your support.

Yours sincerely

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

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