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St Michael's
Catholic Academy



A Proud Member of
**BISHOP
HOGARTH**
Catholic Education Trust

Head Teacher: Clare Humble

29 April 2024

Dear Parents and Carers,

**Year 10 Work Experience
7– 9 May 2024**

As you are aware our students in Year 10 are participating in work experience from Tuesday 7 May until Thursday 9 May 2024.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme, for example collecting information from the employer about their risk assessments and health & safety policies. Could you please ensure your child is checking their unifrog account, and that they are happy with:

- The location and are able to get to and from the placement.
- The timings of the placement.
- The expected work attire.
- The lunch arrangements.

Students have been reminded that it is compulsory for them to attend their work experience placement for three full days. If your child is unable to attend, you must ensure both school and the employer are contacted regarding their absence. If a student is attending a medical appointment proof of the appointment will need to be provided to the employer and school.

If you have any questions, contact Mr N Butt at nbutt@stmichaels.bhcet.org.uk or your child's Form Tutor.

Yours sincerely,

Naeem Butt
Careers

Act Justly, Love Tenderly and Walk Humbly with your God