

April 2024

Dear Parent/Carer,

RE: Year 12 Virtual/In-Person Work Experience week

I was recently appointed as High Storrs School Careers Leader & Advisor and as of 23rd April I am fully in role. I am writing to let you know about our plans for Y12 Work Experience week. The week originally scheduled earlier this school year has been rescheduled to Monday 1st – Friday 5th July 2024 to allow all Year 12s to fully participate.

Work experience gives students the chance to learn about what type of job they might enjoy, practise employment skills, and develop their CV. When this is virtual it allows students to 'try' multiple career strands. We know it can be one of the most transformational experiences young people have during their education.

During Monday 1st – Friday 5th July 2024 all Year 12 students are scheduled to take part in work experience, which will be guaranteed in the form of Virtual Work Experience completed at home. This is facilitated by top employers such as the NHS and BBC and is hosted by our careers platform, Unifrog. However, I do know that many students will wish to organise their own 'in-person' placements during this week and we certainly support this as an alternative to the virtual sessions. Details of how to organise this are below.

If students wish to opt for the virtual work experience:

Students should follow the Unifrog link emailed to them today and sign up for the five webinars. Each of these provide a 6 hour programme which includes a task to be submitted during the day.

If students wish to find their own placements:

Students are asked to finalise their 'in-person' placement work experience as soon as possible. They could source their own work experience placements with the support of parents/carers. Students are advised to use personal contacts, suggestions from the Sixth Form and Careers team, or contact an organisation in an appropriate field of their interest. Remember that applications for certain progression routes, such as medicine or veterinary studies, will require specific work experience in that field.

For further information and ideas for placements please see the '[For students: a guide to placements/work experience](#)' on Unifrog. We also have a list of possible placements which is available on request. Also have this [2 minute video](#) explains how the entire process works to parents/ carers, students, and employers.

We use Unifrog (www.unifrog.org) to manage the administration of your child's work experience. Unifrog collects information from the employer about their Risk Assessment, insurance, and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important planning for 'in person' placements:

- Students need to agree the placement with the employer first.
- Students will next need to add the placement to their Unifrog account (using the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carer, and the school to collect the necessary information and permissions.
- For the process to work, it is essential that students add the initial information about the placement accurately.

Finding out more:

- Unifrog have created a set of guides about placements which you can find towards the bottom of this webpage: <https://www.unifrog.org/know-how/for-students-a-guide-to-placements-work-experience>.
- We use Unifrog at school for a range of purposes, including searching for university and apprenticeship courses, as well as super-curricular opportunities. This link gives you more information about the platform: <https://www.unifrog.org/about#history>
- Unifrog has some valuable information. On your child's account search 'for parents and caregivers' which will give you multiple pages of useful information.

Next steps:

- Please make a Parent/Carer Unifrog account at <https://www.unifrog.org/sign-in> , using the sign-up code is **HSTRparents** as soon as possible. Your account is not linked to their child, so you will not be able to add placements for them to avoid duplications.
- Should you child wish to complete just the in school virtual work experience you do not need to do anything further.
- Should your child wish to arrange an in-person placement please encourage your child to view the placement guides on Unifrog, and then start contacting hosts for the placement as soon as possible.
- If you have any questions, please contact me Aford@highstorrs-mlt.co.uk.

Finally, students can also choose to take part in **additional** work experience at other times (not in term time), i.e. during the holidays, which we also encourage. If this is 'in-person' the above arrangement must be followed.

Finally, here is a list of **additional** virtual work placements your child may be interested in. Please ask your child to speak to Sixth Form for permissions if they are interested in any that fall during lesson time, and ask them to log any completed with Unifrog for their CV.

Engineering - Monday 22nd July - [Sign up here](#)

Pharmacy & Health Care - Tuesday 23rd July - [Sign up here](#)

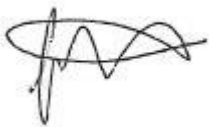
Construction & Property - Wednesday 24th July - [Sign up here](#)

Travel & Hospitality - Thursday 25th July - [Sign up here](#)

University Summer Schemes - Friday 26th July - [Sign up here](#)

Please do not hesitate to contact me for any information.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'A Ford', with a stylized flourish at the end.

Anna Ford

Careers Leader and Advisor

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