

Dear parent / carer,

All students in Year 10 are going to be on work experience from 19th June – 23rd June. During this week 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. Transferable skills will be gained from any work placement; therefore it is not essential to know which career path they would like to follow.

Students (and their families) should source their own work experience placement. Employers are much more likely to offer a placement to students who make contact themselves, rather than their parent/ carer. Mrs Witting, the careers administrator, will do her best to find placements for any students who have been unable to find their own, but these will be limited.

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 Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Students will be looking at how to log on to Unifrog and access the placements tool tomorrow and Wednesday during tutor time.

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 details to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's 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 [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.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Witting, Careers Administrator, at jwitting@copleston.suffolk.sch.uk

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you and get in touch if you require any support.

Kind regards,

Jenna Witting

Careers Administrator