

27th September 2024

Year 10 Work Experience week at Laurel Park School - Monday 3rd-Friday 7th March 2025

Dear Parent / Carer,

I wanted to let you know that your child will be going on work experience from Monday 3rd to Friday 7th March 2025. This is a really important entitlement to students experiencing the world of work before the age of 16. Whilst this might be a long way off, this is to give you as much notice as possible as your child will need to source their own work experience placement.

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.

In the next few weeks and months, students will be given lessons dedicated to supporting them with their work experience, with support in how to find a placement, writing letters and CVs and how to contact possible placements.

Students (and their families) should source their own work experience placements. They should do this by contacting businesses and asking friends and family.

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. Some important logistics:

- Students need to agree to the placement with the employer first, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer for them to complete the form
- You as parent / guardian will then be asked to review and to agree to the placement
- It will then be sent to 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.

To find out more, Unifrog have created a set of guides about placements. [This](#) explains how the placements tool on Unifrog works, whilst [this one](#) includes advice on how to find a placement.

We wish you the best of luck with supporting your child to find a placement. Please make use of Unifrog's guides to help you. If you have any questions, please email me: ngray@laurelparkschool.co.uk

Kind regards,

Ms N Gray

Associate Assistant Headteacher, Raising Standards Lead for Year 11 and Careers