



**Lees Brook
Academy**

Thursday 2nd March 2023

Dear Parent/Guardian,

This year all Year 10 students are going to have the opportunity to take part in a work experience or work placement visits. The opportunity for work experience will take place from week beginning Monday 26th June and can be for up to 5 days, finishing Friday 30th June. In this period your child will spend each day at the workplace of their host employer. They will only come to school (Monday 26th – Wednesday 28th June) if they have been unable to find a placement or if their employer cannot have them for the whole week. Thursday 29th and Friday 30th June are INSET days, so students will not attend school during these days if a work placement cannot be found or accommodate them.

Work experience gives students the chance to learn about the type of job they might enjoy in the future, and helps them to develop their experiences which can be an advantage when writing their CV's in the future. We know it can be one of the most transformational experiences young people have during their education.

It is up to students to find their own placements, but we will support them in doing so, during in school sessions and advertising opportunities through our relationships with local employers.

To organise the placement and manage the administration of the work experience programme we are using a website called Unifrog (www.unifrog.org). This site enables us to communicate with the employer, for example to collect 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. Your child already has a login to this site and we will show them how to use it.

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 to their Unifrog account.
- 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.**

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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, please email Mr Smith (ssmith3@leesbrook.co.uk)

We wish you the best of luck with supporting your child to find a placement. Please do make use of the Unifrog's guides to help you.

Kind regards,

A handwritten signature in black ink, appearing to read 'Steve Smith', with a stylized flourish at the end.

Steve Smith
Assistant Principal