



The Fulham Boys School  
532 Fulham Road  
Fulham  
London  
SW6 5BD

Tel: 020 7381 7100  
[www.fulhamboyschool.org](http://www.fulhamboyschool.org)

Friday 2nd February

Dear Parents and Carers,

All students in **Year 10** are going to be on work experience from **8th - 12th July 2024**. In this period 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.

Students (and their families) **should source their own work experience** placements. The careers guidance team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog ([www.unifrog.org](http://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 the placement with the employer **first**, and then students will get the ball rolling by completing [this google form](#) and then add the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage and have attended a session on how to do this - additionally all resources are posted in the Year 10 Enterprise Google Classroom).
- The Unifrog system will then email the employer, the parents/carers, 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**. Please see the workflow of the process at the bottom of the next page.

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. Your son has done research on this in PSHCE and his work experience booklet can be found on the Year 10 Enterprise Google Classroom.
- Once your son has confirmed a placement with an employer please make sure he completes [this google form](#) and then adds the placement on the Unifrog website.
- If you have any questions, contact **Miss Honey, Careers Lead at [a.honey@fulhamboysschool.org.uk](mailto:a.honey@fulhamboysschool.org.uk)**

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.

Kind regards,

Amber Honey

**Careers Lead**

[a.honey@fulhamboysschool.org.uk](mailto:a.honey@fulhamboysschool.org.uk)

## Work Experience flowchart...

