



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

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

Wednesday 27th March

Dear Parents and Carers,

This is a follow-up letter to the letter sent on the 2nd of February launching the 2024 Year 10 work experience programme and the reminder sent on the 27th of February. The expectation is that students (and their families) **should source their own work experience**. The process is outlined below in the extract from the letter sent previously. This should be started sooner rather than later please.

Please take note that the school **does not have the resources** to find individual placements for students. While we appreciate your son/dependant may want specific work experience in a particular industry if that cannot be sourced we suggest you try the following:

1. Supermarket stores
2. High street charity stores
3. Dog grooming parlours
4. Primary/play schools
5. Coffee shops

Closer to the time of the work experience (end of June) our team may be able to help but at the moment please do try to source a placement on your own.

Best wishes

Amber Honey

**Careers Lead**

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

### **Copy of letter sent on the 2nd February 2024**

*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.

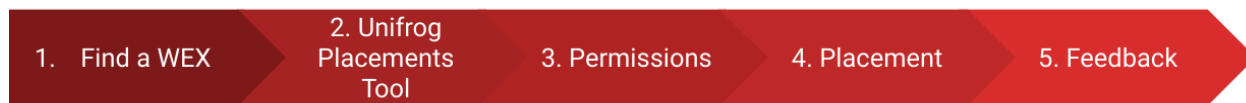
Kind regards,

Amber Honey

**Careers Lead**

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

# Work Experience flowchart...



Speak to a prospective employer and get their agreement to host you on the **8th-12th July 2024**.

Complete the **google form** with this employers contact details **after** the employer has agreed you can do your work experience with them.

This step can only be started if you have a firm commitment from the employer and you have completed the google form.

Log into Unifrog and add your work experience as a **placement**.

The employer and your guardian will receive **consent forms** which they will need to complete on Unifrog before your placement can happen.

FBS will then **approve** your placement when all forms are finalised. This will be closely tracked by the Careers team and your form tutors.

You complete your work experience placement during enterprise week, **8th-12th July 2024**.

The employer and yourself will submit a post-placement form on Unifrog which will summarise the experience you had.