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Thursday 23rd May

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 previous reminders sent. There are still many boys not logging placements. You have **six weeks** to find a placement for your son/dependant.

Many parents have had success in reaching out to Waitrose, charity shops and dog groomers, for example. There are also many virtual work experience opportunities posted on the Year 10 Enterprise Classroom, if this is something you are able to facilitate at home.

As mention before, the school **does not have the resources** to find individual placements for students and there is an expectation that students and their families source their own. 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
6. Libraries

Once a placement is sourced please make sure you and your son/dependant **complete the following** (workflow below):

1. [Google form](#).
2. Unifrog placement tool on their school Unifrog account (they need to use their login that they already have). This will trigger an email to a) the employer and b) yourself to complete the online placement form. **Please make sure you are completing this as soon as you receive it.**

If a student does not find a placement they will be expected to be in school doing online work experience for the week.

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...

