



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

8th May 2024

Dear Parents and Carers

Work Experience – 8th – 12th July 2024

Year 10 pupils will take part in a week of work experience during the week of **Monday, 8th July to Friday, 12th July**. Work experience aims to provide all pupils with an opportunity to:

- gain first-hand experience of the world of work and develop excellent employability skills for the future;
- obtain a wider awareness of the world of work as part of their general education;
- learn outside of the classroom;
- increase their economic understanding;
- Make subjects link to real work situations.

The value of this programme is enhanced when pupils take as much responsibility as possible for planning and **finding their own placements**.

In the past, pupils have found the process of selecting their own placement (by approaching employers, usually by telephone or in person) a most important part of this programme.

Please support your son/daughter with this, but let them go through the process themselves; do not be tempted to do it for them. If you have any concerns, please do not hesitate to contact me at school.

It is vital that pupils **start organising their placements as soon as possible** as competition for work placements has become quite fierce, since many employers are reducing their commitment and offering fewer placements.

Once a work experience placement has been found and confirmed pupils should log-in to their **Unifrog** account and complete the information in the 'Placements' section, having chosen 'Add a New Placement'. **Pupils have previously used the Unifrog portal and should already have an account set up.**

The link to the relevant webpage is here: [Placement - Pupil - Unifrog](#)

Once this has been completed, **the website contacts the employers automatically**, for them to complete the necessary administration (such as liability insurance, and risk assessments). There are also video tutorials on the website that offer additional information about the process.

To summarise the process:

1. Pupil should find a suitable placement.
2. Use the above link to open the relevant page on Unifrog (the 'Placements' page on www.unifrog.org)

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Headteacher: Richard Parrish MA (Oxon)

3. Select 'Add New Placement' and fill out all sections of the form, followed by 'Add Placement' at the bottom to confirm.

Pupils will also be given a briefing session about the process, including how to complete the Unifrog form, in the next few weeks. I will be in touch with you again nearer the time to ensure that everything is place.

Yours sincerely

Mr John

Mr John
Head of Careers