



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

21st June 2024

Dear Parents and Carers

Work Experience – 8th – 12th July 2024

As you are aware, current Year 10 pupils will take part in a week of work experience during the week of Monday, 8th to Friday, 12th July.

The value of this programme is enhanced when pupils take as much responsibility as possible for planning and finding their own placements. Many pupils have indeed already secured placements and completed the necessary form on the relevant website, Unifrog.

As work experience week is fast approaching, I would be grateful if you could assist your child in finding a placement, if they have not done so already. It is still beneficial for pupils to do as much of the organisation as possible, but it is vital that a placement is found as soon as possible.

A good place to start would be to decide which sector or area they would like to gain experience in, and then to contact as many organisations in that field as possible. Year 10 Form Tutors have been given a list of places where Archbishop Tenison's pupils have previously gained placements, and they may wish to consult this list to begin with.

Once a placement has been found, the process on Unifrog is very simple. Pupils have received a briefing on how to do this and the link to the relevant webpage can be found here: [Sign In - 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.

However, this part of the process must also be completed, and signed-off by the school, before the placement can go ahead.

Realistically, placements should be secured within the next week, so that all the necessary administration can be completed in time.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Mr John

Head of Careers

Selborne Road, Croydon CR0 5JQ • Tel: 020 8688 4014

www.archten.croydon.sch.uk

Headteacher: Richard Parrish MA (Oxon)