



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

5<sup>th</sup> July 2024

Dear Parents and Carers

## Work Experience Placements and Information

Further to my email on Thursday, 27<sup>th</sup> June regarding Work Experience, I am writing to remind you that Year 10 pupils should continue to search for work experience placements over the next few days, and complete registration via Unifrog.

Please be aware that this form then gets sent automatically to the employer to complete their part before being sent back to me. These placements **must be confirmed by the school before your child is legally cleared to attend the placement**. Once this has happened, pupils will then receive notification from Unifrog.

Pupils who do not find a placement and have it officially authorised by the school will be expected to complete virtual work experience through Springpod, an online work experience website. These virtual placements will be completed during the week from home.

Year 10 Pupils who do not have a placement will need to register with Springpod and set up their account to complete the programme. They will receive a certificate at the end of each virtual placement they complete, which should be downloaded to prove they have attended the course. Pupils are expected to complete four of the courses, which should take around 25hrs in total.

Please ensure your son/daughter registers via - [Sign Up | Springpod](#)  
Once registered, please use this link to access the relevant virtual placements:  
<https://tinyurl.com/4u638fzm>

Yours sincerley

*Mr John*

Mr John  
Head of Careers