ST MARY'S CATHOLIC SCHOOL
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Part of the St Francis of Assisi Catholic Academy Trust

22 February 2023

Dear Parents,

Year 10 Work Experience
10th – 14th July 2023

In accordance with our Careers Programme, this summer term, your child will be participating in compulsory work experience from Monday 10th July until Friday 14th July 2023.

Work experience is a wonderful opportunity for your child to develop their employability skills, increase their awareness of the working world and give them crucial experience of the workplace.

In order to prepare for work experience, please find enclosed an information guide for parents. This information guides explains the aims and learning outcomes of work experience, details the regulations and procedure for work experience placements and clarifies the steps your child needs to take next.

Students must find their own work experience placement and contact employers directly to find and secure their placement. They can do this by telephone or by email. I would encourage students to contact employers in a relevant sector/field that interests them, perhaps an industry that they may wish to work in, in the future. It is expected that every student finds a work placement.

Once students have secured their placement, they must then enter the information on to their Unifrog account under the 'Placements' tab. Unifrog will then contact the employer directly with a series of questions regarding risk assessments and safeguarding.

Once the placement has been confirmed the following course of action will take place:

i. Student uploads / inputs Work Experience Placement Info on Unifrog
ii. Unifrog then contact the Employer Placement directly with a form to complete. This form will detail the employers contact details, details of working hours, location, contact information, Liability Insurance details, Risk Assessment information and whether the pupil will be alone with one member of their staff. If this box is flagged up, DBS searches may be required to be evidenced.
iii. Once the Employer Placement has filled in their form, Unifrog will email the parent/carer for their consent to allow the placement to go ahead. Parents/carers will be able to view all of the information completed by the employer.
iv. Once the parent/carer has given their consent for the placement to go ahead, I will take reasonable steps to ensure the employer has given all of the necessary information, there is valid parental / guidance consent and give my permission for the placement to go ahead. We will check that all Employer Liability Insurance is in place and is up to date, that any necessary Risk Assessments or DBS certificates are in place.

v. Students are then encouraged to arrange an interview with their employer 6-8 weeks before their placement. This gives students an opportunity to talk with their placement employer and to ask any questions that they may have.
vi. Unifrog will then send 2 reminder emails at different periods to all key people; Pupil, Parent, Employer and School with a reminder of the placement before the event is due to take place.

We will work closely with the Year 10 students in their PSHE Lessons to ensure they are prepared for their work experience.

Please encourage your child to log into Unifrog at home and watch this video together about finding work placements. It is under the 'Know-how Library' tab.

https://www.unifrog.org/student/know-how/direct/for-students-a-guide-to-placements-work-experience

If any students have questions about finding work placements, they are most welcome to drop in and speak with me. The careers office is located in F block, Sixth Form block.

As mentioned above, all parents / carers will be emailed by Unifrog and asked to give their consent to the work experience placement going ahead. You will be required to review the placement information, any risk assessments and ultimately have the overall decision on the placement going ahead. If you do not give your consent, your child will not participate in work experience.

Key dates;

Feb	Year 10 Work Experience Assembly
March	PSHE on Finding your Perfect Work Experience Placement
21st April	Deadline for students to upload their Placements on Unifrog
May/June	Students to arrange a pre-placement interview
29th June	Work Experience Journals will be sent electronically to students.
10th-14th July	Work Experience week, students will be expected to complete their journals.
17th July	Evaluation forms to be completed.

Please feel free to contact me if you have any questions by emailing info@stmarys.net.

Kind regards,

Mrs J Knight
Careers Leader