



7<sup>th</sup> October 2024

Dear Parents/Carers,

## Year 10 Work Experience 20<sup>th</sup> – 24<sup>th</sup> January 2025

As part of the Academies' Careers Education, Advice, Information and Guidance programme, it is our intention for all Year 10 students at Avonbourne Academies to participate in a week of unpaid work experience between 20<sup>th</sup> – 24<sup>th</sup> January 2025.

We believe that work experience will give students an authentic experience of working life and create a space for them to think about what they would or would not like to do in the future. A work experience placement will also provide students with the opportunity to develop their character and core skills, through working with other people, meeting different expectations, and solving problems, including planning transport to and from work.

Students (with the support of their families) should source their own work experience placement. For any student who is unable to source their own work experience placement the careers team may be able to support, but please note we have limited resources so cannot guarantee a placement will be found. We are therefore asking for your support in organising a quality work experience placement for your child. You may want to approach your own employer, friends, family or contacts who work in sectors which are of interest to your child. Alternatively, you may want to support your child in making an approach to an employer that is of interest to them, to ask if they would be willing to offer a week's work experience. If a student is unable to secure a work experience placement, they will need to attend school.

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. Within their tutor programme, Year 10 students will be guided on how to use Unifrog to log their placements and how to write a covering letter/email. They will also be advised on local companies that they can approach. Students have already logged into Unifrog at the beginning of term and should know their login details.

### Key Information:

- Students need to agree the placement with the employer **first**, and then students will start the process by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carers, and the school, to collect the necessary information and permissions. **It is therefore essential that students add the initial information and contact details for the placement accurately.**

**The deadline for uploading their placements to Unifrog is Friday 22<sup>nd</sup> November.**

Principal: Michelle Dyer



**Avonbourne Boys' & Girls' Academies**

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Further information:

- Unifrog have created a set of useful guides 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 guide](#), because it includes advice on how to find a placement.
- [The legalities of work experience can be found on this link](#).
- [The PowerPoint launching work experience to students can be found here](#).

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, please contact [careers@avonbourneacademy.org.uk](mailto:careers@avonbourneacademy.org.uk)

We wish you the best of luck with supporting your child to find a placement.

Yours sincerely,

**Charlotte Larrington-Vandy**  
**Assistant Principal**

**Principal:** Michelle Dyer

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