



7th March 2025

Dear Parents/Carers,

We are excited to inform you that all Year 10 students will be participating in work experience from **30th June to 4th July 2025**. During this week, there will be no regular lessons, and all students will be working at the workplace of their chosen employer. This is the first time in a long while that the academy has been able to offer work experience, and we are thrilled that our Year 10 students will have this valuable opportunity.

Work experience allows students to explore different career options and gain hands-on experience in the workplace. We believe it can be one of the most impactful experiences in a young person's education.

Key Information:

- **Finding a Placement:** Students are responsible for securing their own work experience placement. If they are struggling to approach employers, please do get in touch with us, and we will be happy to assist. Any students unable to secure a placement will attend the academy on a modified timetable, including some virtual work experience opportunities through Unifrog. However, our goal is for every student to secure a placement.
- **Work Experience Assembly:** In the coming weeks, students will attend an assembly to learn more about the work experience process, its importance, and how to maximize the opportunity.
- **Unifrog:** We will be using Unifrog (www.unifrog.org) to manage the administration of the work experience program. This includes collecting information from employers, their risk assessments, health and safety policies, and securing your consent for the placement. All Year 10 students have logged into their Unifrog accounts, and you can access this through your child.

Important Logistics:

- **Agreeing the Placement:** Students must first confirm their placement with the employer. Then, they will add the placement to their Unifrog account by using the "Placements" tool on their homepage. This will prompt the completion of the *Initial Form*, which outlines the required details.
- **Placement Coordinator:** Students will need to select a Placement Coordinator. Initially, please choose Miss Agoudjil.
- **Information Collection:** Once the student has entered the placement details, Unifrog will send an email to the employer, the parent, and the school to gather the necessary information and permissions. Accurate input of this information is crucial for the process to proceed smoothly.
- **Deadline:** Students should aim to secure their placement by the start of May. We will follow up with more information as the date approaches.

Next Steps:

- **Discuss Placement Ideas:** Have a conversation with your child about their career interests and potential placement options.
- **Explore Unifrog [Guides](#):** Encourage your child to complete the career interest quizzes on Unifrog, and review the helpful guides provided to assist with the placement search.
 - [Guide 1](#): Overview of the work experience process (including a short animation).
 - [Guide 2](#): Advice on finding a placement.

If you have any questions or need assistance with sourcing a placement, please don't hesitate to reach out to us at ferouza.agoudjil@attrust.org.uk or stuart.pryke@attrust.org.uk. We are here to help and will get back to you as soon as possible.

Thank you for your support, and we look forward to this exciting opportunity for all our Year 10 students.

Yours faithfully,

Mr S Pryke
Assistant Principal

Ms Agoudjil
Head of Year 10

