

Ref: TSN/WE



Monday 9th October 2023

Re: Work Experience and Unifrog

Dear Parents and Carers,

Work Experience

We are fast approaching our week of Work Experience for Year 10 (**5th-9th February**). The deadline to inform us that a placement has been secured is **Monday 27th November**. If students have not informed us that they have procured a placement by this date, we will assume that they will not be doing work experience in person, and a different provision will be provided for them by the Academy. As we are sure you can understand, this is not necessarily what we would want for our students, as we would like them to get a chance to experience working life in person. Nevertheless, we understand the difficulties in finding a placement at this time.

Unifrog

Since the start of the academic year, our Year 10 students have had access to the Unifrog platform. Unifrog is an online platform that gives students the knowledge and tools to make informed decisions about their future. Whether that is via information about further education, or help with things such as writing CVs.

For our Year 10 students, we will require them to register their Work Experience placement via Unifrog. The students have already been made aware of this and have been provided with personal logins. **It is vital that all students register their placement using their Unifrog account by the 27th November**. Once the student submits their application on Unifrog, the placement provider will get an email asking them to fill in details of the placement. Parents and carers will then also get an email to confirm the placement. Once this is done the placement can be confirmed.

For any students who need assistance in applying for Work Experience using Unifrog, you can scan the QR code which will take you to a Loom video where Mr. Seaton will talk you through the steps in how to do it.

If you have any further questions, please contact Mr. Seaton at the Academy.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'T. Seaton'.

Mr. T. Seaton
Careers Champion
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Life to the full in pursuit of what is good, right and true.



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