

Ref: TSN/WE

Friday 19th January 2024



Re: Year 10 Work Experience 5th – 9th February 2024

Dear Parents and Carers,

Now the deadline to confirm Work Experience placements has passed, we are now informing you of the provision that will be provided for the students who have been unable to find a placement.

Students who have been unable to find a placement will be partaking in **a week of virtual career and work-based activities from home**. These activities will involve a prepared booklet for each day, as well as using the Unifrog platform for students to complete activities. Therefore, it is important that any student who has been unable to find a placement is able to log onto their Unifrog account in order to access the material. The week will focus on a number of key skills when it comes to employability, such as writing a CV, to actually applying for a job. As stated in the previous letter, any students who have difficulty in logging onto Unifrog should contact Mr. Seaton.

Students will be given a member of staff that they will need to email every day by **09:00** to confirm that they are logging on and completing the work that has been set for them for that day. It is vital that students do this, so we can confirm their safety. We will be calling home and conducting home visits for any students we do not hear from.

If you have any queries about the activities that the students will be completing, or any other questions about the week, 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
t.seaton@LAN.merciantrust.org.uk

Life to the full in pursuit of what is good, right and true.



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