September 2023

Dear Parent/Carer

**Re: Year 10 Work Experience 22 - 26 April 2024**

I am writing to inform you that all Year 10 students are required to participate in a work experience placement. The placement will be for one week only from Monday 22 April to Friday 26 April 2024. This is a valuable and exciting part of our careers programme, and we are pleased to be able to offer your child this opportunity.

As part of our ASPIRE day in July we delivered a presentation and session on how to find a work experience placement and we will continue to support your child to find a suitable placement. We will be offering further support on our next ASPIRE day and also be available on parents evening to offer help. We are often competing with other students for placements, it is important that your child actively seeks their own placement as soon as possible.

**Finding your own placement:** [**https://www.unifrog.org/**](https://www.unifrog.org/)

1. Use your own contacts and friends and family to see what work experience opportunities they may be able to offer or contact employers direct by email, phone or letter.
2. Once you have agreement from the employer, use Unifrog, our online careers platform, to enable us to approve the placement. You can acess Unifrog by using your school email address to login. You will need to provide the employers email and your parents email.
3. We will approve your placement or let you know if there is an issue.

**In order for us to approve work experience placements we will always need: employer, parent and student consent forms.** We have tried to make this process as simple as possible by using Unifrog. There is a useful online video and guide that explains how the Unifrog placement tool works

https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool

We are grateful of your suport in encouraging your child to apply as soon as possible to make sure they get the most out of this opportunity.Should you have any queries or wish to discuss the matter please do not hesitate to contact me by telephone on 01202 528554 Ext: 638 or by e-mail at [megan.boome@thebourneacademy.com](mailto:megan.boome@thebourneacademy.com)

Yours sincerely,

Miss M Boome

**Work Experience Co-ordinator**