



October 2024

Dear Parent/Carer,

**RE: Work Experience 2025**

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 28 April to Friday 2 May 2025. This is a valuable and exciting part of our careers programme. Although it seems a long way away, from feedback from last year's students was that starting the search early in the year was vital. Employers have so many applications from schools in Bournemouth, Christchurch and Poole area that they tend to only offer placements to those who apply early.

We will be using Unifrog to log and manage all our work experience placements. All students have an account and are required to find their own placements. As part of our ASPIRE day your child will be given sessions on how to find placements and approach employers. We would ask for your support with this process by using your own contacts through family & friends or approaching employers directly. Once you have agreement from the employer use Unifrog, our online careers platform to enable us to approve the placement, you can access this using your child's school email address to login. You will need to provide the employers email and a parents email as well. A short introduction to the placement tool on Unifrog can be found on this link. [How to... use the Placements tool : Unifrog Placement Guides](#)

**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 however we appreciate your support and encouragement in supporting 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 email at [Megan.Boome@thebourneacademy.com](mailto:Megan.Boome@thebourneacademy.com)

Yours sincerely

*M Boome*

Miss M Boome

Work Experience Co-Ordinator

**Principal: Mr Mark Avoth**

**The Bourne Academy, Hadow Road, Bournemouth, BH10 5HS**

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