

16 January 2025



Dear Parent/Carer,

### Year 10 Work Experience

As part of our school commitment to ensuring all our students are prepared for the world of work, and to improve their employability skills, all students in **Year 10** are expected to be on work experience from **Monday 7 July 2025 to Friday 11 July 2025**. In this time period there will be no lessons timetabled – each day all students will be in a workplace of their host employer.

Work experience gives students the chance to learn about their strengths and skills, what type of job they might enjoy, and develop their CV writing in the process. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should now start to source their own work experience placements. The careers guidance team at Stocksbridge High School will do their best to help find placements for any students who have been unable to find their own. Students will be given information over the next term to help source placements whether this be in-person or virtual placements (e.g. Springpod or Speakers4School).

This year, there has been a change to the administration and process of work experience. We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – this will include collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting an agreement from yourselves (parents/carers) for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will start the process by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). The students will have to get basic information from the employer to start the administration process (**name, contact number, email address**). The student (supported by their parent/carers) will input this information onto their Unifrog account.
- The Unifrog system will then email the employer, the parent/carers, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately**.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible employers for the placement.
- If you have any questions, contact Mrs. C Jackson (Assistant Head) or Ms. E Grindle (Office Admin) for further information.

We will be hosting a Work Experience Information Event on **Monday 27 January 2025** from 6pm to 7pm, when we will walk and support you through the process and offer advice and guidance into ensuring your child completes a successful work experience placement in July.

Timetable of events and deadlines:

| Date                             | Event  |
|----------------------------------|--|
| w/c Monday 13 January 2025       | Launch WEXP Assembly including using Unifrog<br>Letters to parents/carers sent out             |
| Monday 27 January 2025 6pm - 7pm | Parent/carer information event   |
| HT3 and HT4                      | Student form time preparation sessions   |
| Tuesday 18 March 2025            | Futures Day – including mock employer interviews   |
| January - July                   | Finding placements<br>Placement information input into Unifrog                                 |
| January - July                   | Checking and administrative management of placements<br>Reminders sent out for H&S information |
| Friday 6 June 2025               | Deadline of placement information  |

Please return the reply slip below to indicate if you would like to attend the information event. It is recommended that your child attends the event with you.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you, as linked in the letter above.

Yours faithfully,



Mrs C Jackson  
Assistant Headteacher, Belonging & Engagement

**Work Experience Information Event, Monday 27 January, 6pm to 7pm, please return the reply slip  
to Stocksbridge High School reception FAO Mrs C Jackson**

Student Name \_\_\_\_\_ Student Form \_\_\_\_\_

- I/We will be attending the Work Experience information event.
- I/We will **not** be attending the Work Experience information event.

Number of guests attending including student \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

