

Our Ref: AJP/TJM



10th December 2024

Dear Parent/Guardian

All students in Year 10 are going to be on work experience from **Monday 19th – Friday 23rd May 2025**. In this period there will be no classes – each day all students will be at the workplace of their host employer.

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

Students (and their families) should source their own work experience placements. The careers guidance team will do its best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).

BRAUNTON SCHOOL AND COMMUNITY COLLEGE ACADEMY TRUST

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- The Unifrog system will then email the employer, the parent/guardian, 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.**
- We have attached a form which details all the information you will need to complete the placement online. We suggest you complete this form in writing before starting to enter the details onto Unifrog. **All placements need to be entered online by Friday 4th April 2025 to allow time for the necessary checks to be undertaken.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](http://www.unifrog.org/placements/guides). (www.unifrog.org/placements/guides)
- Within this set of guides, [this \(www.unifrog.org/placements/guides/how-to-use-the-placements-tool\)](http://www.unifrog.org/placements/guides/how-to-use-the-placements-tool) 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 \(www.unifrog.org/placements/guides/a-guide-to-placements-work-experience\)](http://www.unifrog.org/placements/guides/a-guide-to-placements-work-experience), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Martin, Work Experience Administrator, at tmartin@braunton.academy or Mr Parsons, Leader Teacher of Careers & Personal Development, at aparsons@braunton.academy

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

Kind regards



Mr A Parsons

Lead Teacher of Careers & Personal Development