



Thomas Alleyne's High School

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Thomas Alleyne's High School

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Our ref: EY/LW

13th February 2023

Year 10 Work Experience July 2023

Dear Parent(s)/Guardian(s),

We would like to take this opportunity to share with you our plan for Thomas Alleyne's High School Year 10 Work Experience 2023.

In order to support their Individual future intentions, all Year 10 students at Thomas Alleyne's High School, will need to undertake a work experience placement from **Wednesday 5th July until Friday 7th July**. For these three days, students will attend a workplace of their host employer where they will gain valuable experience about the world of work.

Work experience gives students the opportunity to learn about what type of occupation they might enjoy, understand the importance of being in a work environment and enable them to develop new skills to prepare them for the future.

In order to make this opportunity worthwhile and personal to each student, we actively encourage students, with the support of their families, to source their own work experience placements. Where students are unable to do this, our Future Intentions team, will offer support to ensure that every student is able to participate in Work Experience. To support the process, we will include guidance on how to contact a prospective employer on our school website and in our Careers Library, which all students have access to via Teams.

All of our Year 12 students successfully completed their work experience in November 2022, and placements included hospitals, vets, solicitors, dog groomers, schools, nurseries, factories, garages – to name a few. We found that the earlier a student sought a placement opportunity the more likely they were able to secure a placement they wanted.

In order to support and track each student's progress in their work experience journey we will use **Unifrog** (www.unifrog.org) to manage the step by step administration of work experience. The deadline for students to identify the name and contact details of their prospective work experience placement is **Friday 31st March** and this will need to be uploaded on to Unifrog as mentioned below.

Some important logistics:

- All students will need to agree the placement with the employer, and then add the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage) all students will be supported in school by their Form Tutor and the future intentions team every step of the work experience process.
- The Unifrog system will then email the employer, the parent/guardian, and our work experience coordinator, Mrs. Walton, to collect the necessary information and permissions. Therefore, all contact details for the employer and for the parent/guardian must be accurate.

Further support and guidance:

Unifrog provides short videos for you to learn more about the work experience. All students will have a talk during period 4 on Tuesday 28th February, led by Mrs. Young, to explain all stages within the process. All parents and guardians will be invited to attend an information evening on Tuesday 28th February from 6.00pm – 7.00pm where the programme will be explained and questions can be asked.

Next steps:

- Please watch the two work experience placement guides on Unifrog as follows:
 1. <https://cdn.unifrog.org/video/3el1hdb6o8/360.mp4>
 2. <https://cdn.unifrog.org/video/hfxcu5f6a6/360.mp4>
- Start to contact possible employers for a work experience placement.
- Parent(s)/Guardian(s) will need to log on to Unifrog as a parent – information to follow.
- If you have any questions, please contact our work experience coordinator Mrs. Walton walton@tahs.net and/or our careers leader Mrs. Young younge@tahs.net

We wish you the best of luck with supporting your child to find a placement.

Yours sincerely,



Mrs. E Young
Assistant Head Teacher
Careers Lead



Mrs. L Walton
Work Experience Coordinator

