



11<sup>th</sup> September 2023

Dear Parent / Carer,

### **Y10 Work Experience 4<sup>th</sup> – 8<sup>th</sup> March 2024**

This school year, your child is lucky to have the opportunity to take part in our Work Experience Programme. This is an important programme, helping to develop skills and gain insight into a potential career pathway. It will also help them stand out in their applications for further study and potential employers after leaving Telford Priory School. Please read the following information carefully and go through this with your child.

**Your child is expected to contact and arrange their own placement for work experience.**

#### **What to do**

1. Encourage your child to think about what type of placement they would like.
2. Approach employers either by email, phone or in-person.
3. Encourage students to think outside the box: certain places (such as the NHS / office-based jobs) are still transitioning out of COVID and not accepting placements. Many other types of placements will give valuable skills even if they are not in the first area of interest.
4. Confirm the work details (i.e., the dates, the start/finish times and any uniform requirements) with the employer.
5. Complete the form on Unifrog here: <https://www.unifrog.org/student/placement>

#### **Health and Safety and Insurance**

All employers who agree to a student placement must provide us with their Health and Safety, Insurance and Risk Assessment details before the placement is approved.

#### **How to register your placement**

1. **Once a placement has been confirmed by the employer**, students must complete the form on Unifrog: <https://www.unifrog.org/student/placement> by logging in with their school email address.
2. This will start a 'chain reaction' of permission forms. The employer must then consent and provide insurance information, the nominated parent/guardian must then give permission and finally, I must approve the placement.
3. Once all forms are complete, the placement is approved and your child is ready to go.

**It is essential that all placements are arranged with the employer and put on to the database by 9<sup>th</sup> February 2024.**

We have significant support available for your child, including tutor time support, drop-in sessions and CV workshops, should your child need it. This information will be given to them at school, but do keep an eye on Instagram for any updates: *telfordpriorycareers*.

Yours faithfully,

Laura Burke  
Careers  
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Mr D Barber  
Acting Headteacher

