



Ms Suvi Mohey [Principal]

January 2023

Dear Parent/Carer,

Re: Year 9 Work Shadow Day

This year, as part of our commitment to providing students with an outstanding Careers Education that will empower and inspire, we will be running a work shadow opportunity for our Year 9 students. According to a recent survey, 80% of employers think that work experience is essential. It provides not just valuable understanding of a work place environment but also an opportunity to develop the soft skills and character that are so necessary to succeed in the world of work.

Our work shadow day is on Thursday 9th March which falls within National Careers Week. Unfortunately there is no flexibility on this date. The opportunity is optional - students who do take part will attend school as normal on this day and will participate in normal lessons and some career focused activities.

Parents/Carers will be responsible for sourcing and confirming the placement for their child. We suggest that students spend the day experiencing the work place of a family member or family friend.

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 start the process by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- 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.**

All paperwork must be completed by Wednesday 22nd February. I will be available at both the Year 9 Options Information Evening on Thursday 19th January and the Year 9 Parents Evening on Thursday 9th February to answer any questions or to assist with any Unifrog queries.

This is an exciting opportunity for our students and we hope that they will enjoy the opportunity to experience the world of work.

Yours sincerely,

Ms B Reynolds
Senior Vice Principal and Careers Lead