Bradley Stoke Community School

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Dear Parents and Carers,

**Year 10 Work Experience**

All students in Year 10 are expected to complete a work experience placement in Enrichment Week (12th – 16th July). Work experience gives students the chance to learn about different kinds of jobs and it is great for their CV. We will be launching work experience with the students next week during tutor time.

Students should source their own work experience placements whenever possible. We often find that some of the best placements are sourced through family and friends. We are fortunate to have a database of employers who have supported us in the past and this information can be found on Google Classroom Year 10 Communications page. These employers will not necessarily be able to offer placements, but it can be a good starting point.

As in previous years, we hope to be able to offer an enrichment trip to Paris for any students of French, Art, Photography or Textiles during Enrichment Week. We are still in the process of securing competitive pricing but hope to be able to get this information out before the end of this term. Students who go on the trip will need to do their work experience at a different time.

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. Please note we will be showing students how to do this in tutor time.

**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 will 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 is essential that students add the initial information about the placement accurately.

If you have any questions after your student has attended their tutor launch lesson, please contact Celia Arberry celia.arberry@olympustrust.co.uk.

Kind regards,

Celia Arberry
**Careers & Employability**