



Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
Tamsin Woodward

September 2022

CEV/ETH

Dear Parent/Carer

Re: Y12 Work Experience

All students in Y12 will be taking part in work experience from **6 – 10 February 2023**. In this period there will be no lessons as students will be expected at the workplace of their host employer. Students can choose to take part in work experience at other times: during the holidays on an ongoing basis for the equivalent of five days (as long as this is outside their timetabled lessons and tutor time).

Students are asked to finalise their work experience **by end of November**, wherever possible.

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 should source their own work experience placements with the support of parents/carers and the careers and sixth form teams. For further information and ideas for placements, please see www.meadowhead.sheffield.sch.uk and select Sixth Form in the navigation bar, then select Work Experience.

Meadowhead Sixth Form are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme. This includes 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**.
- Students will next need to add the placement to their Unifrog account (using the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/carers, 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**.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- You could start with [this](#) animation which explains how the whole process works.
- Next we recommend looking at [this](#) which includes advice on how to find a placement.

Next steps:

- Please encourage your child to view the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- Students will have time in tutor time later this half-term to explore and become comfortable with using Unifrog.
- Students can access support at Careers Drop-In Sessions: most Tuesdays in the Common Room after Tutor Briefing; Tuesdays after- school in H13.
- If you have any questions, contact the Careers Team at school: careers@meadowhead.sheffield.sch.uk.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Cerys Evans', written in a cursive style.

Cerys Evans
Careers Leader