



We Make A Difference

Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
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November 2022

Dear Parent/Carer

Re: Y10 Work Experience 3rd – 7th July 2023

All students in Y10 will be taking part in work experience from **3rd – 7th July 2023**. Work experience gives students the chance to learn about what type of job they might enjoy, as well as developing their CV. We know it can be one of the most transformational experiences young people have during their education.

We have launched work experience with students this month and will be offering further support on how to find work experience through form time sessions; there will be further support on how to prepare for work experience through Ethics lessons later in the year.

Students should source their own work experience placements with the support of parents/carers and the careers team at school. For further information and ideas for placements, please see <https://www.meadowhead.sheffield.sch.uk/page/?title=Work+Experience+2023&pid=599>

Students are asked to finalise their work experience **by 1st March 2023**, wherever possible, in order for all necessary checks and permissions to be finalised in good time.

This year, we 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).
- Students will be asked to select the placement co-ordinator; this is Mrs B Simpson.
- 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.
- If your child has forgotten their Unifrog log-in, please go to www.unifrog.org/sign-in, select *reset password* and use their school email address.
- Students can access support at Careers Drop-In Sessions on 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