



We Make A Difference

Headteacher
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November 2023

Dear Parent/Carer,

RE: Year 12 Work Experience; Mentoring Opportunities

All students in Year 12 will be taking part in work experience from **18-22 March 2024**. In this period there will be no lessons running in school as all students will be expected at the workplace of their host employer. Students can choose to take part in work experience at other times: e.g. for a week during the holidays, or on an ongoing basis for the equivalent of five days (as long as this is outside their timetabled lessons and tutor time). Please discuss with the Sixth Form or Careers Office if you wish to make an arrangement of this kind.

Students are asked to finalise their work experience **by end of December**, 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 the Work Experience pages of the school website [here](#). There is a list of possible placements that students could use to arrange their experience. Students are advised to consider their likely career path, and/or jobs related to their choice of subjects, in order to identify the field they would like to gain experience of. They could then use personal contacts, suggestions from the Sixth Form and Careers team, or make contact with an organisation in an appropriate field. Remember that applications for certain progression routes, such as medicine or veterinary studies, will require specific work experience in that field.

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 is 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.
- We will be using Unifrog for a range of purposes, including searching for university and apprenticeship courses, as well as super-curricular opportunities; [this](#) handy video will explain how the platform works

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 this week 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 and Thursday after school in the Careers Office (off the Rosling)
- If you have any questions, contact the Careers Team at school careers@meadowhead.sheffield.sch.uk or contact me directly beigelr@meadowhead.sheffield.sch.uk

Could I please also draw your attention to mentoring opportunities available to students. You will have received a letter regarding the Linacre Institute's mentoring opportunities – I strongly encourage students who are interested to attend the meeting on Thursday 23rd November.

In addition to this, some students may be eligible for the Zero Gravity mentoring platform. Students will have time in Tutor Time this week to check their eligibility. This is a free service offering mentoring, masterclasses, information about universities and the chance to connect to a community of peers. If you would like more information, please view their explainer [here](#).

Yours faithfully,

Mr Richard Beigel
Head of Year 12