

Meadowhead School



Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
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December 2023

Dear Parent/Carer,

All students in Y10 will be taking part in work experience from **8 – 12 July 2024**.

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.

We have launched work experience with students this month and will be offering further support on how to find work experience and how to prepare for work experience through 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 the Work Experience webpage under the Curriculum > Careers section of the school website. Students are asked to finalise their work experience **by 1 March 2024**, wherever possible, in order for all necessary checks and permissions to be finalised in good time.

We use 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 then need to add the placement to their Unifrog 'placements' tool.
- 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**.

Next steps:

- Unifrog have created a set of guides about placements which you can find [here](#). Please encourage your child to view these, and then start contacting possible employers.
- 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-Ins on Wednesday after-school in L10.
- If you have any questions, contact the Careers Team at school:
careers@meadowhead.sheffield.sch.uk

Yours faithfully,

Leighton Collins
Careers Leader