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Dear Parent/Carer,

Year 10 Work Experience – Monday 7th July to Friday 11th July 2025

We are pleased to inform you that preparations are well underway for our upcoming **Year 10 Work Experience Week**, taking place from **Monday 7th July to Friday 11th July 2025**.

Work experience is an invaluable opportunity for children to gain insight into the world of work, develop essential employability skills, and explore potential career interests. It also helps build confidence, communication, independence, and a greater understanding of the expectations of a professional environment.

During tutor time, many of our children have begun exploring and identifying potential work experience placements, with several having already secured and finalised theirs.

We are now at the stage where **placements must be finalised and approved**.

To support this process, we are using the **Unifrog platform**. A step-by-step guide is attached outlining the full process from uploading a placement to reflecting on the experience after completion.

There are several key stages that must be completed to gain approval for a placement:

1. **Your child** will need to **complete the initial 'Add Placement' form** on Unifrog.
2. **The employer** will then be contacted to provide details and **upload relevant documentation**.
3. Once this is done, **you as a parent/carers** will be asked to **review the information** and complete a consent form.
4. Once all forms are completed, **the school will review the placement and approve it**.

Please note: If a placement is **not finalised and approved** by the school, your child will be **expected to attend school as normal** during the Work Experience week, where a timetable of events will be planned for them.

The deadline for **all placements to be approved is Monday 30th June 2025**.



We kindly ask you to support your child finding a suitable placement and completing each stage of the process in good time.

Thank you in advance for your cooperation and encouragement in making this a valuable and successful experience for all our children.

If you have any questions or need support with Unifrog or the placement process, please do not hesitate to email:

WorkExperience@ellisguilfordschool.org.uk

Yours sincerely,

L Hudson

Mrs Hudson
Vice Principal

J Platten

Mrs Platten
Assistant Principal