



Date: 20<sup>th</sup> September 2024

## **\*Year 10 Work Experience Week (Monday 10<sup>th</sup> February to Friday 14<sup>th</sup> February 2025)- Information and Next Steps\***

Dear Parent/Ward,

All Year 10 students will be participating in a **Work Experience Week, Monday 10<sup>th</sup> February to Friday 14<sup>th</sup> February 2025**. This placement is designed to give students valuable hands-on experience in various professional environments, helping them develop practical skills and gain insight into potential career paths. By participating in this initiative, students not only enhance their employability but also build confidence and responsibility, bridging the gap between academic studies and the world of work. The consistent exposure to the workplace over the year fosters a deeper understanding of professional expectations and personal growth.

We want to emphasise that this is a **self-placement work experience**, meaning it is the student's responsibility to research and contact potential employers to arrange their placement. Students are expected to secure their own placements. It is essential that students have the details of their confirmed employer at the earliest convenience.

### **Year 10 Work Experience Placement Criteria:**

When selecting an employer, you must consider the following points:

- **Mentorship:** Can the employers provide a designated supervisor for guidance and feedback.
- **Location:** Within a 30-minute travel radius or with accessible transport.
- **Health & Safety:** Meets health and safety requirements and discusses any specialty needs, such as PPE.
- **Employer Liability Insurance:** Must have valid employer liability insurance coverage.
- **Weekly Commitment:** Can accommodate a placement during the Work Experience Week
- **Working Hours:** Offers suitable working hours that fit within the student's availability.

### **Administration:**

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administrative aspects of the work experience programme. This includes collecting necessary documentation from employers, such as Risk Assessments and Health & Safety policies, as well as obtaining parental consent for placements.

### **Important information:**



[www.hilbre.wirral.sch.uk](http://www.hilbre.wirral.sch.uk)  
[schooloffice@hilbre.wirral.sch.uk](mailto:schooloffice@hilbre.wirral.sch.uk)

(0151) 625 5996

Hilbre High School, Frankby Road  
West Kirby, CH48 6EQ



**Headteacher: Mark Bellamy BSc(Hons)**

- Students must first agree on the placement with their employer and then log it on their Unifrog account using the Placements tool, found on their homepage. Please refer to the attached 'Student Initial Form,' which outlines the details students need when adding their placement.
- Once logged, Unifrog will automatically email the employer, parents, and the school to gather the necessary information and approvals. **It is essential that students enter the placement details accurately for this process to run smoothly.**

#### For more information:

- Unifrog has a series of helpful guides about placements, which can be accessed here [<https://www.unifrog.org/placement/guides>].
- We recommend starting with this guide [<https://www.unifrog.org/placement/guides/how-to-use-the-placements-tool>], which includes a brief animation explaining the entire process.
- [<https://www.unifrog.org/placement/guides/for-students-a-guide-to-placements-work-experience>] This guide offers useful advice on how to find a suitable placement.

#### Next steps:

- Start discussing with your child where they might like to go for work experience and explore their areas of interest.
- Review the placement guides on Unifrog, then begin contacting potential employers.
- If you have any questions, please reach out to Mrs. Grealis, our school's Careers Advisor, at [grealism@hilbre.wirral.sch.uk](mailto:grealism@hilbre.wirral.sch.uk).

If you have any further queries or need assistance in finding a placement, don't hesitate to contact me.

Yours faithfully,



**Mr. Britton**

***Assistant Headteacher- Personal Development***



[www.hilbre.wirral.sch.uk](http://www.hilbre.wirral.sch.uk)  
[schooloffice@hilbre.wirral.sch.uk](mailto:schooloffice@hilbre.wirral.sch.uk)

(0151) 625 5996

Hilbre High School, Frankby Road  
 West Kirby, CH48 6EQ



**Headteacher: Mark Bellamy BSc(Hons)**