Wales HIGH SCHOOL

HEADTEACHER: MISS L McCALL

Ref CBl/RW

21st November 2024

Dear Parent/Carer

Re: Year 10 Work Experience 2025

As part of their careers education, all Year 10 students will take part in a 2-week period of work experience from Monday 12 May - Friday 23 May 2025.

Work experience gives students an understanding and experience of working life, as well as first-hand experience of typical working conditions in various places of work. This will not necessarily be in their chosen career path, however it should help them to recognise their own qualities, to see the links between the courses they are studying and the skills they will need in the future. It will also give them responsibility, as they will be expected to be punctual, independent and helpful to others.

We would like to encourage all students to find their own placement, as they will have the choice of where they will be spending their 2 weeks. Last year, the vast majority of our students found their own placement and benefited from selecting the type of placement and the location for themselves. We also strongly recommend securing a placement with family links - if you are able to allow your child to work in your place of business or with a close relative or friend, this would be preferable. If that is not an option, please encourage your child to consider what type of work they would like to undertake and begin the process of contacting companies to ask if they would be willing to take them on for work experience.

Your child will be given guidance on how to select and organise their own placement with a series of assemblies and dedicated tutorial sessions over the coming weeks. In a change from previous years, students and families will no longer complete a paper form to share the details of their placement with us; they will now enter the information on an online portal which will be the basis of their work experience contract. This will be done through their Unifrog account.

Firstly, students should verbally agree with the employer that they are willing to host them. Students can show employers the FAQ on the bottom of this letter or on our website so they can be made aware of what is expected of them. Students will need to ask for a contact name, phone number and email address at this stage and complete their section on the Unifrog portal. Details of how to do this are overleaf, students will also be shown how to do this in assembly. Once the account is complete, Unifrog will automatically email the employer to complete their part of the contract. Once the student and employer sections are complete, parents and carers will automatically be emailed with a summary of the placement and be asked to confirm the details.

If your child is unable to find their own placement, one can be arranged for them by school and we can assist with uploading the details on to Unifrog. Unfortunately, only a very limited number of places are available through school. Your child may not receive their first choice and may be placed in an area that they find difficult to get to, which is why we strongly recommend each student finds their own placement.

Continued overleaf …

For most students, work experience is extremely rewarding in terms of their personal development. Success during work experience will clearly reflect a student's individual determination, character and personal qualities - it often contributes to references in Year 11 and beyond.

Students completing the work experience programme will not just undertake their 2 weeks in the workplace, they will take part in a series of active tutorials about health and safety in the workplace, a series of sessions on appropriate behaviour and how to organise their time effectively. Students complete a diary whilst on placement and interactive debriefing sessions when they return to school. Each student will receive a work experience certificate which can be used for further education applications and work or apprenticeship training schemes.

For more information on the Work Experience programme, can be found via the school website: https://www.waleshigh.com/careers/. Should you have any questions, please do not hesitate to contact me: cbl@waleshigh.com

Yours faithfully

C Blackwell

Mrs C Blackwell
Careers Lead

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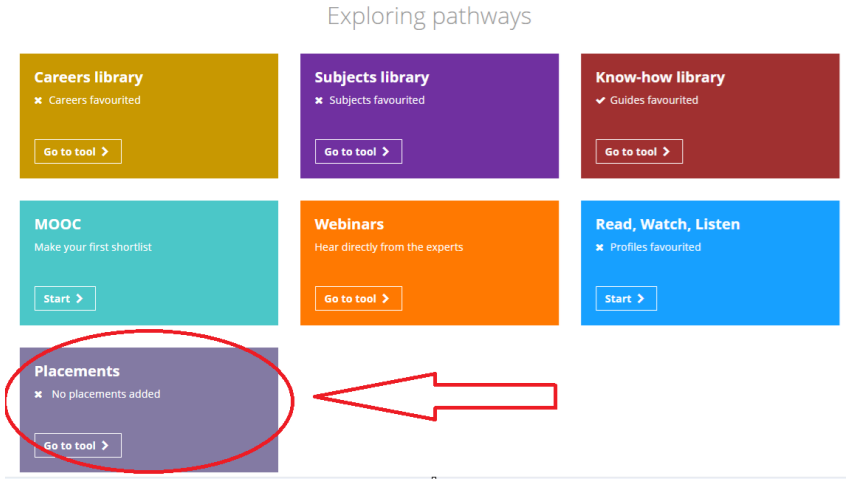
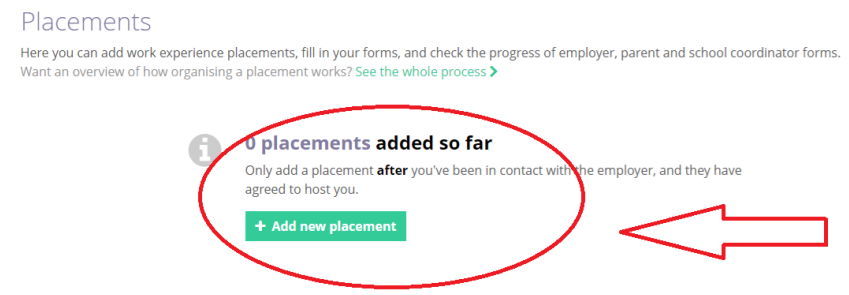
Work Experience 2025

Student and Parent FAQ

How do we complete the Unifrog information?
Firstly, log in to Unifrog using the welcome email sent to student school email addresses. Go to the 'Exploring Pathways' section and click on 'Placements'



Click on the green 'add new placement' button.



Complete each section with the relevant information about your placement. Placements must be in person, and the placement coordinator is Mrs Blackwell.

Who do we contact if we have problems accessing school email?
Please get in touch with your Head of Year, the ICT team or your ICT teacher.

When do we need to have the Unifrog information completed by?
As soon as possible! It's wise to get the information in as soon as you can to allow us to check and verify the placement and to advise you what to do if the placement isn't suitable. Over 300 students will be doing work experience and we need ample time to check them all thoroughly. A suitable deadline to aim for will be February half term.

Can students complete placements with parents or close relatives?
Yes! We know that any change of routine can cause anxiety so having a familiar face to work with can reduce that stress. Even if the placement is not in an employment area that the student might be interested in, the opportunity to learn valuable transferrable skills will be hugely advantageous.

Can students do work experience in school?
We would prefer for this not to happen, but we understand that in some cases it may be best for the student. Please see or email Mrs Blackwell before approaching school staff to ask for a placement.

What is the provision for students with SEND?
Students with specific needs should discuss work experience with their Key Worker. A bespoke programme can be worked out to support students and families.

My child will be out of their comfort zone. What provision will be in place to support their mental health?
We understand that the process can be unsettling for some students - this is a completely normal reaction. We will support all students by giving full instructions at the time they need them and reminders to keep them on track. We will ensure they have plenty of time to complete the actions required of them. We will have drop in sessions in the careers office so they can talk about the process with people who understand what is required of them. All students have access to mental health ambassadors and we will make sure that wellbeing checks are part of the work experience process.

Is there a timeline for us to work to?

December - February	Search for placements and upload details on to Unifrog.
March	Allocate placements to students who have been unable to find their own.
February - April	Active tutorials, preparation for work placements, final checks on placements and health and safety verification.
May	Placements begin.

Work Experience 2025

Employer FAQ

What are the dates?
Monday 12 May 2025 - Friday 23 May 2024

Do I need additional insurance?
No. Your Employers Liability Insurance (ELI) will cover you for work experience placements. If you are a sole trader or employ less than 5 staff you may not have ELI, unfortunately in that case you will not be able to take on a work experience student. Please email cbl@waleshigh.com if you would like further clarification.

Do I need ELI?
Yes. This ensures that your business and our student are fully covered in the event of an accident. Please email cbl@waleshigh.com if you would like further clarification.

What hours can I ask students to work?
All we ask is that they fit in with your business hours and they get a good experience of a typical working day. This does not have to be their usual school hours. We ask that students do not start work before 7am, or work later than 7pm. If your business is operational on a Saturday or Sunday, it would be reasonable to give them the option to work over the weekend and have a day off mid-week if they choose to do so.

Do I need a risk assessment?
Yes, as you would for any employee. Please bear in mind that students are 14 or 15 years old, will have no (or very limited) experience and will need full training for every task they are expected to undertake. We do ask that you give them a full health and safety briefing on the first day. Students will not be allowed to undertake any high-risk activities, you can see further guidance on the HSE website: https://www.hse.gov.uk/young-workers/employer/work-experience.htm

Who do I contact if I have a problem?
Mrs Blackwell, Careers Lead: cbl@waleshigh.com
Mrs Roberts-Commons, Head of Year 10: src@waleshigh.com
Miss Sell, Pupil Support Assistant, (Year 10): ns@waleshigh.com
Miss Herring, Pupil Support Assistant, (Year 10): mhe@waleshigh.com

Before the placement starts, please contact cbl@waleshigh.com for further help with setting up the placement.

During the placement, please contact attendance@waleshigh.com if the student is absent or src@waleshigh.com / ns@waleshigh.com / mhe@waleshigh.com if there is anything you need to let us know about.