



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

31 January 2024

Dear Parents and Carers

Year 10 Work Experience - Monday 13 to Friday 17 May 2024

As you will be aware, all students in Year 10 will be undertaking work experience from Monday 13 to Friday 17 May 2024. During this period there will be no classes, as students will be at the workplace of their host employer.

Work experience gives students an opportunity to learn about the type of job they might enjoy and helps to develop skills. It can be one of the most transformational experiences young people have during their education.

We ask that students (with help from their parents/carers) try to source their own placements. These placements could align with a career sector or subject area that already interests your child but, if it is not possible to source work experience along these lines, placements that offer the chance to develop key transferable skills that employers consider very important will be of equal value.

During the past two months, Mrs Zanetti has had many constructive discussions with students to ascertain what they would like to do for work experience and support them with finding placements. We appreciate parental support in helping students find and access these opportunities and, consequently, a number of placements have already been confirmed and added to Unifrog.

As we approach the February half term, it would be great to see more placements confirmed and added to Unifrog. This will then start the process of gathering the relevant paperwork from the employer and permissions from parents/carers and the school, which is a requirement for placements to be authorised.

If you and your child are having difficulty in deciding what to do and who to approach, please contact Mrs Zanetti (j.zanetti@parmiters.herts.sch.uk). Additionally, if you have approached businesses and been unsuccessful in sourcing a placement, Mrs Zanetti has contacts and a bank of placements which students will be able to apply for once individual efforts have proved fruitless.

If you would like to watch the Work Experience launch presentation again, it can be viewed [here](#).

Students have access to this presentation and other information supporting the process for organising work experience and how to approach potential providers on the Careers Google drive, in the 'Work Experience 2024' folder. Unifrog can also be used to explore areas of interest.

Unifrog (www.unifrog.org) will be used to manage the administration for the work experience programme and the **Placements Tool** will systematically collect essential information from the employer about their Risk Assessment and Health & Safety policies, as well as agreement from parents/carers for the placement to go ahead.

Nemo sibi nascitur:

Our values of community, aspiration and opportunity enable every individual to grow and flourish

There are some important logistics regarding the administration:

- Students need to agree to the placement with the employer first and then start the administrative process by adding the placement to their Unifrog account. Students have access to the *Placements Tool* on the Unifrog homepage and have had a demonstration.
- The Unifrog system will then email the employer, the parent/carer 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. Mrs Zanetti is available to support with adding placements if required.

To learn more about this process and how it supports a safe and effective administrative process for the Work Experience Programme, please watch this [video](#).

We ask that work experience placements are secured by **Friday 15 March 2024**, to ensure that there is enough time for the administrative process to be completed and for any interviews or placement checks to be carried out before placements starts. We would appreciate your assistance in ensuring your child meets the deadlines and thank you for your support with this process. If you need to discuss your child's work experience, please do not hesitate to e-mail j.zanetti@parmiters.herts.sch.uk.

Yours sincerely



Mrs J Zanetti
Careers Advisor & Work Experience Co-ordinator