



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

1 May 2024

Dear Parent/Carer

## Year 10 Work Experience Final Preparation

Thank you for your support so far in helping your child organise and confirm their Work Experience placement for Monday 13 to Friday 17 May 2024.

On Tuesday, I delivered an assembly to the Year 10 students and ran through the final stages of preparation for their Work Experience placements. Please find the [presentation](#) attached for reference.

Students have been asked to compose and send an email to their Placement Lead this week, to confirm details such as their start time, who and where they should report to on their first day and what the dress code is (a sample email has been shared with students, which they can adapt). It is also really important that they think about the organisation they are going to and what questions they can ask to find out more about careers and the work that takes place there.

Students have also been asked to think about the high standards of behaviour required during their placements, as they are not only representing the school but, most importantly, themselves in the best light possible. Respect, manners, a willingness to get involved, positive communication and body language will all make a good impression on the employer.

If for any reason your child cannot attend a day of work experience, they must contact the Placement Lead and parents/carers will also need to contact the school to let us know.

With regards to completion of the Unifrog Placement Form, which is required for student work experience to take place, there are still some Employer Placement Forms and Parent Consent Forms that have yet to be completed.

- Please check your child's Unifrog Placement Form (they know how to access this) to see if the form still needs to be completed and, if so, contact the employer placement lead (listed on Unifrog) and ask them to complete the form.
- Additionally, there are a number of Parent Consent Forms still to be completed. You will have received an email from Unifrog with a link to a form to sign. If you are unsure if you have done this, or cannot find the email from Unifrog, please email [J.Zanetti@parmiters.herts.sch.uk](mailto:J.Zanetti@parmiters.herts.sch.uk) and I will send you the form directly.

Students will complete a Work Journal during their placements and have been sent a copy to fill out (see copy [here](#)). Please help your child complete Question 1 in the Journal, as part of their preparation. They will complete the rest of Section A during their Personal Development session on Friday 10 May. If you are able to discuss Section B with your child before they start their placement, that would be really useful; this section is about what information to gather and record during their placement.

We are really looking forward to seeing what the students achieve during their placements. Some of the teaching staff and I will be visiting a number of placements during the week.

If you have any questions in this regard, please do not hesitate to email [J.Zanetti@parmiters.herts.sch.uk](mailto:J.Zanetti@parmiters.herts.sch.uk).

Yours sincerely

Mrs J Zanetti  
Careers Advisor

*Nemo sibi nascitur:*

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