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Dear Parent/Carer

I am writing to inform you of the arrangements for our Work Experience week which takes place later in Year 10. Students will be spending a week with an employer, on a placement that they will source themselves. This gives them a fantastic opportunity to experience a real workplace outside of school.

Work Experience was launched to students on Thursday 5th November and although the week itself is still some time away, we wanted to give students as much time as possible to arrange their placement.

This is an invaluable opportunity for students to become more independent and take the lead on arranging the placement themselves. If they find this difficult, we can support students with contacting local previous placement providers and organisations which will help them to find a suitable place. A weekly Work Experience 'drop in' will be held on a Thursday Lunchtime in A113 for students to get support with any work experience queries such as searching for a placement, advice on contacts, and logging placements on Unifrog. We have included a booklet with this letter with all of the steps that students/parents/carers need to start the work experience process, as well as how to log a confirmed placement on our Unifrog system. If you have any additional queries, please email workexperience@whitleybayhighschool.org or steph.towns@whitleybayhighschool.org.

Once students have secured a contact of a placement willing to host them, they will then add these details to their school Unifrog account. This will then automatically invite the employer to add their details and safety procedures, which will then invite a parent/carer to give permission. Once these online forms have been completed, we will receive all relevant information and give the placement approval. This process will be explained to students over the coming weeks, with weekly drop in sessions available throughout the year. Key dates are included in the booklet.

The Work Experience week itself is **Monday 21st June to Friday 25th June 2027**. We will be briefing students on health and safety, workplace etiquette and how to get the best out of their experience with assemblies and tutorials closer to the time.

Feedback over the years has been very positive, and students often remember their work experience placement for the rest of their lives. I am confident the year group will learn a great deal from this week.
Thank you for your support in advance.

Yours faithfully

Jonathan Okwe-Pearson
Head of Year 10