

Dear parent / carer,

All students in Year 10 are going to be on work experience from **Monday 19th May - Friday 23rd May 2025**. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage)
- The Unifrog system will then email the employer, the parent / guardian, 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.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.
- Mrs Hume will deliver an assembly to students on how to log their placement information on unifrog.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement. If students need any support with making contact, Mrs Hume is more than happy to support where possible.
- If you have any questions, contact Karen Hume (khume@bestacademies.org.uk) or Chloe Dowden (cdowden@bestacademies.org.uk)

We wish you the best of luck with supporting your child to find a placement. Please make use of Unifrog's guides to help you.

Kind regards,

Chloe Dowden

Karen Hume

Head of Sixth Form

Head of Year 10

Stotfold Road
Arlesey
Bedfordshire
SG15 6XS

T 01462 730391

etaoffice@bestacademies.org.uk

W www.etonbury.com

Principal: Mrs Joanne Young