



Dear Sir/Madam,

Thank you for agreeing to provide one of our Year 12 students with a work experience opportunity for 15-19 July 2024. At Guilsborough Academy, we believe that work experience is essential to inspire and develop our students, and hope that you will see the benefit to yourself of building relationships with the workforce of the future.

Now you've agreed to host our student, they will ask you for some basic contact details which they will submit to us via the Unifrog platform. Unifrog will then email you, asking you to confirm some key details, such as your Employer's Liability Insurance and Risk Assessments. If you do not normally employ or host young people, you may find it necessary to add a brief annex to your existing assessments – mainly regarding the level of supervision required. Additionally, if your business constitutes a 'high risk' environment, I may need to call or visit you to complete additional checks.

The Unifrog system will provide further guidance on this if necessary. [This two-minute video](https://cdn.unifrog.org/video/hfxcu5f6a6/480.mp4) (https://cdn.unifrog.org/video/hfxcu5f6a6/480.mp4) gives an overview of how the system works.

If you have any queries regarding this matter, please don't hesitate to contact me.

Kind regards,

Miss Philippa Hunt
Director of Careers
Guilsborough Academy

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