

Re: Work Experience (Y10 and Y12, 2024)

Dear Parent/ Carer,

Research from government, employers and students shows the ever-increasing value of work experience in helping students to learn about the labour market, increase their aspirations, and develop their employability skills. At Guilsborough Academy, we are keen to ensure that all our students are well prepared and informed about their next steps. As such, we are pleased to announce this year's compulsory work experience placements for all current Y10 and Y12 students.

**Year 10: Monday 13<sup>th</sup> – Friday 17<sup>th</sup> May 2024 (must be confirmed by 19/04/24)**

**Year 12: Monday 15<sup>th</sup> – Friday 19<sup>th</sup> July 2024 (must be confirmed by 24/05/24)**

A Parent Information Evening is being held on **Thursday 23rd November at 5.30pm**. If you would like to attend the information evening, please indicate via this form: [forms.office.com/e/geuwtsqrA2](https://forms.office.com/e/geuwtsqrA2)

**Further details about how we are running the programme this year can be found below:**

Students are expected to source and apply for their own placements; this will provide them with useful experience for future course and job applications. They may wish to use contacts of friends or relatives, or search online for local companies that are of interest to them. Students will receive additional advice and guidance regarding securing placements during upcoming assemblies and tutorial sessions.

Once a placement has been confirmed, students will need to complete a form via the Placements tool in their Unifrog accounts. Students will be introduced to Unifrog in upcoming tutor sessions and can always seek support with this at the Careers Hub. You can watch [this short video](#) for an overview of how the system works. This will allow us to collect key information regarding health & safety and insurance from the employer, and seek permission from yourselves for your child to attend the placement. Please note that in the unlikely event that an employer cannot satisfy our H&S requirements, we will reject the placement and students will be required to find an alternative.

There are a few restrictions to be aware of when deciding upon and sourcing placements, as follows:

Students cannot work:

- In a tattoo studio or any other skin piercing environment
- On board a registered boat or ship
- In any gambling context
- In a cinema or night club
- Behind a bar
- In a travelling fairground or circus
- Above 2 metres fall height
- With toxic substances
- Exposed to radiation
- Using power-driven tools and machinery
- In excessive noise, heat or cold
- In confined spaces: mines, chimneys, storage tanks, tunnels, basements
- Driving tractors, quad bikes or earth moving machines

The Careers Hub (A1) is open throughout the school day for students to seek guidance regarding communicating with target employers. Mrs Ridsdale (Independent Careers Adviser) is also available to discuss options for students and help them to identify possible career paths. We encourage students to establish their placements as soon as possible. This will allow them time to seek alternatives should they be disappointed, and ensure that the school has enough time to complete the required checks. At the latest, students should complete the Unifrog form by the above deadline dates. Any student who has not

secured an external placement by this time will be supported to find a virtual placement, or offered opportunities within school. Students who are not attending external placements on the stipulated Work Experience dates will be expected to attend school as normal, where they will receive a hybrid of work experience within departments and employability workshops, alongside study time.

Finally, if you, your family or friends know of a workplace willing to host one or more students for work experience placements, please contact me via [hunt@guilborough.northants.sch.uk](mailto:hunt@guilborough.northants.sch.uk).

Kind regards,

A handwritten signature in black ink, appearing to read 'P Hunt', written in a cursive style.

Miss P Hunt

Director of Careers

Guilborough Academy