



Bishop's Hatfield Girls' School

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October 2023

Dear Sixth Former

Year 12 Work Experience Week (15th – 19th July, 2024)

Year 12 subject teaching ends on the 12th July 2024. The last week of term (15th-19th July) has been made available for you to do Work Experience as you prepare for your life after Sixth Form. This should ideally be linked to a career pathway you are considering either after Sixth Form or after university. The details of relevant work experience will form part of personal statements for applications, and are included on UCAS. This differs from part-time work you may be undertaking.

In the past, students have highly valued this week as an opportunity to arrange their own work experience and this is the first priority. However, there are also other opportunities you may like to consider such as University summer schools, internships, work placements and so on. If you are unable to arrange a suitable work experience week you will be required to attend school during the last week of term and assist staff with Enrichment Week activities. We must emphasise that this remains a week of the school term and is not part of the summer holidays.

Sometimes the most suitable and appropriate placement for your week's work experience is during a school holiday period. If this is the case we will allow you to take the week of the 15th- 19th July in lieu as holiday, providing you are able to supply evidence of the arranged placement beforehand.

We ask all students once they have found a placement, to record the details on our Careers IT platform UNIFROG. Once a placement is found the details must be recorded and managed in our UNIFROG IT system that you are all familiar with as it is used extensively in your Life Skills lessons. This online system retains and manages all the details for each individual student and works like many of our systems by using your Bishop's username and password. UNIFROG is streamlined with all of our systems so has many details already loaded along with a placement form to be completed once a placement is organised. The system is intuitive and easy to use, as was explained in our recent assembly introducing the Work Experience programme. This system has the advantage of liaising with employers directly for their insurance details and managing the process from start to finish. The employer will receive an email from UNIFROG on our behalf. All that is needed is for you to key in simple job titles and full placement contact details to start the process. Your parents will get a confirmation email once the placement is set up for them to agree to and add any extra information e.g. medical information, if required. The school will make the final authorisation of the placement online.

This system will also be set up for an employer to be able to provide a brief report from your placement, this will be important for your Tutors to refer to when writing your reference, for

"Pupils flourish and support each other to succeed"



university, apprenticeships or employment. Any questions about the system or the process please do contact me directly.

Experience has proven that it takes time for employers to be contacted, for checks to be completed and also for all insurance details to be provided therefore the **deadline for submitting full details of placements on the UNIFROG platform is Monday 26th February 2024**, but we very much appreciate the completion of details on UNIFROG **as soon as you are able**.

Also, so Mrs James is aware of where all students are during this week you need to complete the attached form and hand in to the Sixth Form office by the same deadline of 26th February 2024.

Any problems or assistance needed please come and see me or email me.

Yours sincerely

Mrs Higgins

Subject Lead for Careers

jhiggins@bishophatfield.herts.sch.uk

Name:

Please tick as appropriate (you may, of course, choose to take part in more than one week of work experience!)

- ☐ I have arranged **work experience** at (and have entered the details into the UNIFROG system):

I will complete work experience during the week commencing

- ☐ I have arranged a **different learning experience** at (please complete details on this form):

I will complete this experience during the week commencing _____

- ☐ I will attend school from the 15th –19th July and assist staff with **Enrichment Week**.

Signed by Student:

Date:

I confirm that I agree to my daughter/son undertaking the activity/activities ticked above.

Signed by Parent/Carer:

Date:

PLEASE COMPLETE AND HAND TO THE SIXTH FORM OFFICE BY THE LATEST 26TH FEBRUARY 2024