



# Bishop's Hatfield Girls' School

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10th October 2023

Dear Parents/Carers,

## Work Experience Programme for Year 10 Pupils

**Monday 1st July to Friday 5th July 2024**

### The value of the Work Experience Programme

For many years a Work Experience Scheme has been an integral part of the curriculum for pupils in Year 10 and this contributes substantially to the Careers Education programme provided.

The scheme involves every pupil spending a week in the workplace in an adult environment, responding to demands that are often very different to those met in school.

Work Experience is an opportunity for pupils in Year 10 to carry out real work tasks on employers' premises and experience as closely as possible the hours, working conditions and disciplines they would encounter as employees. The scheme aims to: motivate pupils towards further education and training; teach them about both the opportunities and the frustrations of working life; allow them to apply the social skills taught in school.

### Steps to finding a Work Experience Placement

#### Step 1:

**Your child needs to find a placement, preferably with either family friends, neighbours, yourselves or other community members known to you. The placement does not need to link to your child's intended career path – it is the skills such as timekeeping, teamwork, responding to colleagues and taking initiative that are the focus.**

Alternatively you may wish to approach local employers to enquire if they are prepared to offer placements. Please do not approach John Lewis Welwyn, Waitrose or M&S as they have a placement scheme that operates a little differently.

I would very much encourage your child to make an immediate start in finding a placement, exploring all possible ideas, as it can take some time and good placements often go very quickly.

#### Step 2:

**When your child has found a placement the details must be recorded and managed in our UNIFROG IT system that your child is familiar with and is used extensively in their Life Skills lessons.** This online system retains and manages all the details for each individual pupil and works like many of our systems by using the pupil's 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 your child has organised their placement. The system is intuitive and easy to use, as was explained briefly to Year 10 in

*"Pupils flourish and support each other to succeed"*

the 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. All that is needed is simple job titles and contact details. You will get a confirmation email once the placement is set up for you to agree to and add any extra information e.g. medical information, if required. 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 system is Monday 8th January 2024**, but we very much appreciate the completion of details on the Unifrog system as soon as you are able.

Work Experience is a most rewarding time for the pupils and we always find they approach it in an extremely positive way. We always receive a great deal of positive feedback from employers. We have found over the years that the pupils return with greater motivation and do much better in their studies.

I hope that we can make this an enjoyable learning experience for all. Please do not hesitate to contact me if you require further information.

Yours sincerely

Mrs J Higgins

**Subject Lead for Careers**

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