



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

October 2023

Dear Parent/Carer

Work experience for year 10 students – 15 to 19 July 2024

We are holding an assembly on Friday 20th October, to launch our work experience programme for all students in year 10. All students will be expected to be undertaking work experience for the last week of the summer term next year, from 15 to 19 July 2024.

I would like to reiterate a few key points about work experience, as follows:

- **Launch Booklet** - students attending the assembly will be given an information booklet which you can find [here](#). This outlines the importance of work experience and provides guidance and templates to help with approaching employers. Any students who missed the assembly will be given a copy in form.
- **Self-generating placements** – we ask that students try to arrange their own placement. We would really appreciate your support in helping your child to find a placement but ask that they don't rely on you to organise it for them completely! Ideally, we encourage all students to source placements independently, as the process of researching and approaching potential businesses echoes the method they may use to apply for apprenticeships or jobs in the future. Many students find placements through people they know, or by approaching organisations that they already have a connection with, so this can often be a good place to start. More advice and links are included in the [booklet](#).
- **Types of placement** - we advise students not to worry unduly about finding a placement which is directly relevant to a job area that they would like to explore for future employment. Many students may not know yet what they would like to do. Additionally, although work experience can be a good way to 'test out' a job, some career areas, such as medicine or law, can be difficult to access in year 10, due to issues of client/patient confidentiality. The main benefit of work experience is that it provides an opportunity to gain an insight into the world of work and to develop an understanding of the importance of employability skills such as: communication, time keeping, flexibility and team working.
- **Engagement** – ALL students are required to take part in the programme for the full **five** days, Monday to Friday, from 15-19 July 2024. Any absence from work experience, apart from through illness, will not be authorised.



Business & Enterprise



LEADERSHIP in LEARNING
The Cambridge Network

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle

Aylsham High School · Sir Williams Lane · Aylsham · Norfolk · NR11 6AN

Tel: 01263 733 270 · Email: office@aylshamhigh.norfolk.sch.uk · www.aylshamhigh.com

- **Unifrog** - we no longer use any paper-based forms to administer the programme. Instead, we now use a brilliant online careers platform, called **Unifrog**. Students were introduced to Unifrog last year and they have all been sent a further email this week to remind them how to log-in. To do so, they need to find this message from Unifrog in their school email (please check junk/spam) and click on a link. The process is very quick (1-2 minutes).

Full instructions for how to log placements in Unifrog are included in the booklet and can also be found [here](#). It is quick and simple. Students just need to confirm their placement by completing a 'Student Initial Form' in the placement tool in Unifrog. This will then generate various other emails and requests for information from the employer and you as parents/carers, and it will ask me to approve it.

- **Deadline for finding a placement** – we would like all placements confirmed and logged in Unifrog by February half-term (**16 February 2024**). However, we strongly recommend that students find their placements as soon as possible. Some organisations (e.g. vets, theatres, activity centres) are popular and, as other schools in the area also run work experience schemes at a similar time, availability for placements can be limited.
- **Support** - if your child is struggling to find a placement, I will be able to provide individual support to students, after Christmas. I do have a database of contacts and, although I am not able to share these contacts publicly, for GDPR reasons, I can provide ideas and individual contact information, as required. Students can come and see me at form, break or lunch.
- **Zoom presentation and Q&A – Tuesday 31 October 2023, from 6pm to 7pm**
Finally, I would like to invite you to attend a virtual meeting with me, after half term, to discuss the work experience programme. This will take place on the above date, via Zoom. Any students who are absent on the day of the launch assembly (Friday 20 October) should also join this meeting. I will share the presentation from the assembly and will be happy to answer any questions you may have. The Zoom link to join this session is as follows:

<https://zoom.us/j/98194393285?pwd=UUYrSmNxY3pvazl4dzdIMHNGc2N1UT09>

For any other queries about work experience, please contact me by email edurand@aylshamhigh.norfolk.sch.uk or by phone 01263 733270 ext. 167.

Yours sincerely



Emma Durand
Careers Adviser and Work Experience Coordinator