

SDo/LHe

9 June 2025

Dear Parent/Carer,

Work Experience

Thank you for your support in organising exciting and meaningful experiences of the workplace for your child.

Most placements have now been signed off via Unifrog.

Friday the 6th of June was the deadline for students to enter initial details onto Unifrog in order for these to be signed off by employers, parents and school by the final deadline of Monday the 16th of June.

If your child is yet to have their placement approved, please can you support them in this process by contacting their placement to ensure they have completed the form and uploaded the relevant paperwork. The next step is for you to complete the parental consent section on Unifrog, this will be sent to you as an automated email after the employer completes their section. If your child has outstanding forms on Unifrog by Monday the 16th of June they will then not be able to attend an off-site placement and will instead be allocated a place on the school based programme, attending school as normal. This is a safeguarding issue and we hope you understand the need for these deadlines.

Further details on the different placements and school-based programme will go out in a letter next week.

Thank you again for your support in the work experience process. Please do not hesitate to get in touch if you have any questions.

Yours faithfully,

Mrs S Donohoe