



The Astley Cooper School

Responsibility • Respect • Resilience

March 2025

Dear Parents & Carers,

Y10 Work Experience Monday 19 May to Friday 23 May.

I am delighted to inform you that we are planning a full week of work experience for ALL year 10 students. In this period there will be no classes – each day all students will be at the workplace of their host employer.

This will be a fantastic opportunity for the students to experience the world of work and hopefully clarify ideas on future careers. In order to gain most benefit it is important for ALL students to have some idea of the area they would like to progress into. We would like conversations to start both at home and in school to begin this process. There is no expectation for the students to know exactly what they wish to do in the future but we would like everyone to have some potential ideas of careers they are interested in.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. The careers guidance team will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage)
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works)



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- Next we recommend looking at [this one](#), because it includes advice on how to find a placement

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mr R Dannell (Careers Lead) at r.dannell@astleycooper.herts.sch.uk

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Yours sincerely

Mr R Dannell
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Subject leader for Business and Economics



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