



WALTON HIGH

Leading Learning

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Principal – Brooklands Andrew Bennett
Principal – Walnut Tree Sharon Alexander

Chair of Governors Ayser Asif
Business Manager Sukh Singh

Wednesday 7 February 2024

Dear Parent

We are pleased to announce that we have scheduled Year 10 work experience to take place in June 2024.

Brooklands students – Monday 10 June – Friday 14 June – one week

Walnut Tree students - Monday 24 June – Friday 28 June – one week

All Year 10 students will need to find their own placement. In doing this, students will gain experience of looking for a placement, applying and possibly meeting an employer for an interview beforehand – useful experience in preparation for future roles. Furthermore, this process will give students a greater level of ownership over their placement, and they will hopefully find a placement that is better tailored towards their interests and career aspirations.

We have provided students with a guide on finding a placement and will support students who need help where possible. Students will receive an assembly this week and have an overview of the process. Further information about this can be found on Firefly [here](#).

Before a placement goes ahead, students, parents and employers will need to complete the Unifrog work placement tool which ensures that the necessary Health and Safety provision is in place, insurance is provided and that agreements are in place between employers, parents, and students. A link to introductory video is here: [Unifrog an Introduction for Parents](#). I also attach a copy of the government's legal Health and Safety guidance. Students have access to logins for Unifrog, however if there is a problem with this, contact Mrs Montague (details below) They can access Unifrog [here](#).

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, 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).
- 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 Mrs Montague careers@mket.org.uk

We will be hosting a parent information evening to answer any questions you have and support with any concerns. This will take place at our **Brooklands Campus on Monday 25 March at 6pm** and at our **Walnut Tree Campus on Tuesday 26 March at 5pm**. You are welcome to attend either of the events regardless of your child's allocated campus. Students are also welcome to attend.

The deadline for students to find a placement and ensure the work experience placement tool is completed is Monday 20 May 2024, although I would advise you to submit this earlier. Students will not be allowed to take up placements if the forms are submitted after this date.

Students who do not find their own placement will take part in virtual work experience through an organisation called Springpod and be at home for the week completing two virtual placements.

Through work experience, we aim to give students a more realistic understanding of the demands and rewards of working in a professional environment, enabling them to develop confidence and employability skills such as teamwork, initiative etc. It also gives them the chance to find out more about what it's like to work in a particular sector.

If students require any advice about their work experience placement, they are welcome to speak to the careers team during break and lunchtimes by attending the Careers office.

If you need any further support or information about work experience, please contact Mrs Montague:
careers@mket.org.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.

Kind regards



Mrs Donna Montague
Head of Education2Employment



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