

Tuesday 28th January

Dear parent / guardian,

This morning, we held an assembly outlining the arrangements for this year's Work Experience for your child. All students in Year 10 are expected to be on work experience from Monday 14th July - Friday 18th July 2025. In this period there will be no lessons – each day students will be at the workplace of their host employer.

Work experience gives your child 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.

Your child will need to source their own work experience placement. As a school, we will support children with finding suitable placements who have been unable to find their own, but it is important for children to try to find their own placement that fits within their chosen interest and/or potential future career.

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, yourselves, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**
Students will need the following information before they can enter the full details of their placement online:
 - Is the placement in person or virtual?
 - School/college placement coordinator name is Mr Harris
 - Name of business / organisation (where the placement will take place)
 - Start and End dates (14th July - 18th July)
 - Describe the time commitment (the hours of work)
 - What are your learning objectives for the placement? (What do you want to achieve from Work Experience?)
 - Employer placement lead name and email address (Who is the link person at the business that emails should go to?)
 - Business / organisation phone number
 - Placement address

Anita Frier, Headteacher

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- Is this the workplace where you'll be based throughout the placement? (for most people this will be the case (i.e. a school or salon), for some they may be in multiple locations (i.e. electrician)
- Will you live at home as normal during the placement? (for most people, this is yes)
- How will you travel to and from the placement?
- Your date of birth
- Do you have any special needs, illnesses or injuries that may affect your placement?
- Parent / guardian (who must also be your emergency contact) name and email address
- Are you happy to share your details and feedback on the employer's portal on Unifrog?
- Do you agree to abide by confidentiality, safety, and absence rules?

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. Your child will also be completing some support sessions during tutor time.

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 Harris, Head of Year.
- The deadline for uploading employment placement details is **Sunday 23rd February 2025.**

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

Kind regards,



Mr M. Oakes
Head of School



Mr J. Harris
Head of Year 10