

05/09/2024

Dear Parents/Carers,

Y11 Work Experience 2025

I hope you are well and that you had an enjoyable summer.

Your son will be engaging in numerous careers activities from the start of this crucial year: Employer talks, Post-16 Pathways presentations, A Level Options Evening, A Level Taster lessons and many more.

A very important element of careers education is getting real-life practical experience to raise students' employability skills and prepare them for the world of work. Work experience is the perfect time for students to enhance their work-readiness skills, many of which your son is already developing through all the careers and co-curricular activities he has been involved in since he started at RGS.

Next term, Y11 students will have an assembly given by an OW, CIO of TwoGether Click, talking to them about the importance of Work Experience for their next steps.

Further to my [letter](#) last term, I am aware that many families like to plan the school year and holidays in advance so I wanted to follow up with the arrangements for your son's Work Experience for the summer of 2025.

All Y11 students need to complete Work Experience after their GCSE examinations and students should choose 5 days from the options below:

- | | |
|---------------------|---------------------------------|
| * Monday 30th June | *Monday 7th July |
| *Tuesday 1st July | *Tuesday 8 th July |
| *Wednesday 2nd July | *Wednesday 9 th July |
| *Thursday 3rd July | *Thursday 10 th July |
| *Friday 4th July | *Friday 11 th July |

(Any 5 days from the above list, and the **deadline to secure a placement is Tuesday 22nd April 2025**).

The placement should be in person. If this isn't possible, as a last resort, we will approve virtual placements.

Volunteering in organisations such as museums, summer camps, care homes and charity shops are also a great way to raise outward-facing skills that employers value.

To reflect what happens in the real world, pupils should seek work experience placements by their own accord, being resourceful by contacting familial, social & employer networks. Please encourage your son to secure a placement sooner rather than later so he can plan his GCSE preparation throughout the year..

Some great places to look for opportunities are detailed at the bottom of this letter.

We are using our careers platform [Unifrog](#) for our Work Experience, and it comprises 3 essential elements:

1. Completion of an online Unifrog Work Experience form (explained further below)
2. Undertaking the Work Experience placement and completing the Unifrog Work Experience Journal. This will be an electronic written record that will contribute to your son's portfolio of information, which can be used for University or Apprenticeship applications or future career progression.
3. Thanking the host and requesting a reference where possible.

Please be aware that the School cannot accept responsibility for your son's health and safety while he is on his placement. His duty of care will be entirely your responsibility.

Please carefully read the following instructions with your son:

1. Make sure your son has his Unifrog log in details: log onto www.unifrog.org and sign in using his school email address and password. If he cannot remember his password, please click on password reset to generate a new one. Check the junk email folder if the email doesn't come into the inbox.
2. Make sure your son has the information below to be able to progress to Step 3 (and complete the online form):
 - School placement coordinator name (this is Mrs Sweta Thakrar)
 - Name of the business/organisation
 - Employer placement lead name and email address
 - Placement address
 - Is this the workplace where he'll be based throughout the placement?
 - Will he live at home as normal during the placement?
 - How will he travel to and from the placement?
 - Does he have any special needs, illnesses, or injuries that need to be known?
 - Parent/guardian details (they must be your emergency contact)
 - Does he abide by confidentiality, safety, and employer requirements?

Until you have all the above information, you cannot proceed to the next step.

3. Follow the instructions on [this](#) video in completing the Unifrog work experience form.
4. Once your son's form has been completed, Unifrog will trigger a form to be submitted to the employer. You can alert your employer in advance to expect the form after your submission (keeping an eye on their Junk folder) and they can also see [Employer information](#) to help them.
5. Once the employer has completed the form, the School will receive notification that your son's Work Experience Placement has been secured.
6. Reminder: all this needs to be completed by Tuesday 6th May 2024 so final checks can be completed.
7. When your son has completed his work experience, he should complete the Work Experience journal on Unifrog, by following the instructions on [this](#) video.

While this is a tech-heavy process, we believe it is reflective of the journey your son will follow in the world of applications, UCAS, apprenticeships, etc., so there is no time like the present to get him used to stakeholder/employer engagement and ownership of application processes.

As a parent, your key responsibilities are to:

- read this information & make sure your son has secured a placement by **Tuesday 22nd April 2025**.
- give consent via the Unifrog form
- support your son in finding a placement
- ensure your son can travel to and from the placement, so please ensure placement locations are appropriate
- inform the employer of any absence from the placement within 30 minutes of the usual start time
- encourage your son to complete his electronic Unifrog Work Experience Journal
- be responsible for the duty of care for your son from Monday 30th June to Friday 11th July 2025 (both inclusive) as he will not be expected at school during this time

If you have any questions about the Work Experience Programme or would like to discuss the above information further, please do not hesitate to contact us.

We hope your son will find his work experience opportunity a fulfilling one!

Good luck and thanks,

Your sincerely,

Mrs. S Thakrar
Careers Lead (swt@rgshw.com)

Ms. F Morley-Smith
Careers Administrator (fzm@rgshw.com)

Work Experience / Volunteering Providers in case you do not have your own networks:

www.investin.org (students pay for this but there are also opportunities for a couple of bursary places for RGS Pupil Premium students; remaining students can use RGSHW10 for a 10 % discount code)

<https://bucksskillshub.org/work-experience>

<https://www.springpod.com/>

<https://www.speakersforschools.org/>

<https://young-professionals.uk/>

<https://pathwayctm.com/events/>

<https://www.theforage.com/>

<https://www.thebrokerage.org.uk/>

<https://www.studentladder.co.uk/work-experience/#>

<https://amplifyme.com/> (students pay for this)

<https://www.sttiggywinkles.org.uk/volunteer/>

<https://wycombemuseum.org.uk/volunteer>

<https://lighthousecentral.org/forms/leader-registration>

<https://www.thameshospice.org.uk/volunteer/>

<https://fnhospice.org.uk/volunteer/>