



# HAMPSTEAD SCHOOL

Learning together Achieving together

18 October 2023

Dear Parent/Carer,

## RE: Year 10 Work Experience Week

I am writing to inform you that the Year 10 work experience week will take place between **13 – 17 May 2024**.

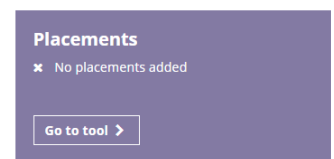
It is expected that all students in Year 10 will take part in a five day work experience placement in an industry that would like to work in. Work experience can be life changing for students and can help to motivate and to inspire them to achieve their very best at school.

Students (and their families) should source their own work experience placements. The careers guidance team will do its 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](http://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 parents for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**
- Students will add their placement on 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's essential that students add the initial information about the placement accurately.**



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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 Ms Aksu, Careers Subject Lead, on [b.aksu@hampsteadschool.org.uk](mailto:b.aksu@hampsteadschool.org.uk)

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

Yours sincerely,



Miss Rothwell  
Assistant Head for KS5 and Progression