



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

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9th December 2022

Dear Parent/Carer,

RE: YEAR 12 WORK EXPERIENCE

All students in Year 12 are going to take part in work experience from 17th to 21st July 2023. Please note this is a school week and non-attendance will result in unauthorised absence and the usual procedures will be followed.

Work Experience gives students valuable insight into the world of work, encourages them to develop their enterprise and employability skills and helps them explore potential careers. The Department for Education's most recent careers strategy requires students to have had two experiences of a workplace by the age of 18, additional to any part-time job they may have. The work experience placement enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course. Many university courses are highly sought after and relevant work experience can indicate that a student is serious about studying it further.

Students (and their families) should source their own work experience placements. The careers team will do their best to find placements for any students who have been unable to find their own, but we only expect to be able to help a few students. Finding a placement can be a daunting task and so we appreciate your support in helping your child to find a suitable experience. You can do this by considering whether you have any contacts which your child can use and by helping them to explore and research local companies which may be able to provide a placement. You may also be able to offer a work experience placement to another WHSG student; if this is the case, please contact me at the address below

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme.

Please note any additional work experience completed **outside** of the school work experience dates should not be recorded on the Unifrog placements tool as we will be asking them to log this on another section of the Unifrog system.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will add the placement to their Unifrog account (using the Placements tool on their Unifrog homepage).



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- 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.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Help with finding a placement can be found [here](#).
- [Here](#) is information about using UNIFROG to confirm your placement.
- Further information and any placements can be found on the **online careers noticeboard**, available in the Student Bulletin and the Wallington Week.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- Please ensure that you have found a placement by Monday 17th April 2023.
- If you have any questions, please look at the Q and A sheet or contact [Mrs Lisa Parkinson Careers Administrator](#) / [Mrs Zena Hole Careers Leader](#).

We wish you the best of luck with supporting your child to find a placement.

Yours faithfully,

Mrs Zena Hole
Careers Leader

