



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

19th October 2022

Dear Parents/Carers

Work Experience – Monday, 26th June to Friday, 30th June 2023

Year 12 students will carry out a week of work experience during the week of **Monday, 26th June to Friday, 30th June 2023**. Work experience aims to provide all students with an opportunity to:

- gain first-hand experience of the world of work and develop excellent employability skills for the future;
- obtain a wider awareness of the world of work as part of their general education;
- learn outside the classroom;
- increase their economic understanding;
- make subjects links to real work situations.

The value of this programme is enhanced when students take responsibility for planning and **finding their own placements**.

In the past, students have found the process of selecting their own placement by approaching employers usually by telephone, email, or in person, an important part of this programme.

Please support your son/daughter with this but please let them go through this process themselves; do not be tempted to do it for them. If you have any concerns, please do not hesitate to contact the school office.

It is vital that students **begin organising their placements as soon as possible**, as competition for work placements has become quite fierce, since many employers are reducing their commitment and offering fewer placements.

Once a work experience placement has been found and confirmed, students should complete the Work Experience Placement form via Unifrog.

Most employers have taken students from several schools for many years and have well established practices. All participating employers need to complete the Unifrog form that they will be sent, using the details provided to us by the student. This includes confirming the details of their current liability insurance.

If your child cannot log in to Unifrog, please email me via whyma@archten.croydon.sch.uk so, I can investigate. The Year 12 Work Experience form should be completed online by Friday, **10th February 2023**.

In addition, you will receive a parental agreement form detailing the risk assessment for the placement. This must be signed and returned before the placement begins. As part of this preparation and of continuing child protection, please encourage your son/daughter to discuss their placement, and the risk assessment, with you. If you feel that any issue raised during these discussions needs to be followed up, please contact me immediately.

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www.archten.croydon.sch.uk

Headteacher: Richard Parrish MA (Oxon)

I look forward to receiving a completed form from your child, which will give details of their placement ideas. If you have any questions about work experience, please do not hesitate to contact me at school via whyma@archten.croydon.sch.uk.

Yours sincerely

Mr Whyman

Head of Careers