

## Y11 Work Experience – Summer 2025

Dear Parents and Carers

As part of the government's statutory Careers Education Programme, all schools are asked to allocate time within Years 10 or 11 for students to complete a period of Work Experience. This year, we are requesting that our Year 11 students undertake this after they have completed their GCSE examinations in the summer. The Christmas holidays may be an ideal time to talk to any contacts that may be able to help.

The GCSE examinations are expected to take place from Thursday 8<sup>th</sup> May to Tuesday 17<sup>th</sup> June and we are asking the students to arrange a 5-day work experience placement at the end of this period. Ideally, this should be completed between Monday 23<sup>rd</sup> June and Friday 18<sup>th</sup> July avoiding Monday 7<sup>th</sup> July (as this is likely to be our Sixth Form Induction Day). However, we are also able to accept the following alternatives

- A virtual placement if they are unable to find an in-person experience – these are most commonly through [Springpod](#), [pathwayctm.com](#) and/or [S2Snext gen](#). We will continue to promote these and other opportunities as they become available.
- A specific placement which can only be completed in the summer holidays

Through our use of Unifrog, we now have access to a limited number of contacts who have said that they would be prepared to take students in the future. I will ensure that each tutor has a paper copy of this list, however it is the students' responsibility to source and arrange the placements using the guidance we give them. They will be given guidance in their PSHE lessons about writing CVs, researching companies to apply to and how to draft letters of application, but any additional support or family contacts that you are able to provide them with will be very much appreciated (The Work Experience Guide contains more information. This is provided for you with this letter and is also available on the school website).

Students may not be able to secure placements in the "role" of their choice; however, it is important for them to recognise that there are key skills required in **any** work place such as communication, managing self and others, problem solving, organisation, self-regulation, ongoing learning, teamwork and time management. Ultimately, if a student wishes to follow a medical course in the future, any work with people (eg reading in a primary school, volunteering at a holiday club, working with the elderly, working in an office at a medical practice) will be of benefit.

Headteacher: Ms K. Stevens

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The Work Experience Guide outlines the details that the students will need to obtain from the work experience placement; these will need to be submitted to the school using the Unifrog Placements Tool, no later than **7<sup>th</sup> April 2025**.

Once the student has submitted the information needed by the Student Initial Form on Unifrog, it is shared with the employer for them to check and confirm key details, in terms of the arrangements for the placement and aspects relating to Insurance, Risk Assessment, GDPR and Health & Safety, which are needed to support the safety of your child whilst they are on placement.

This information about the placement will then be shared with you (using an email address that your child will have provided on their initial form) for you to sign the Parent/guardian agreement. You will be asked for the following information

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

It is only once the Student, Employer and you as Parents/Carers have signed off on the placement, that we will give the final consent for the placement. The system will then email the students, employers and you as parents/carers to confirm that the placement can go ahead.

**PLACEMENTS ARE NOT AGREED UNTIL ALL THESE COMPONENTS ARE COMPLETED AND THE STUDENT AND YOURSELF HAVE RECEIVED THE CONFIRMATION EMAIL FROM UNIFROG.**

The students will be asked to complete a Work Experience Journal (see Work Experience Handbook) and both the employer and the student will need to complete a review of the placement once it is completed.

We hope that you will be able to support your child to arrange some appropriate face-to-face Work Experience or participate in one of the many virtual opportunities that are shared with them.

Yours sincerely



Dr Janet Rose  
Assistant Headteacher