

13/12/23

Dear Parent/Carer

### **Year 10 Work Experience Monday 15 July – Thursday 18 July.**

Jesmond Park Academy is proud to offer our year 10 cohort the opportunity to participate in Work Experience from **15- 18 July 2024** (students will return to school for the last day of term Friday 19 July). We are writing to you now to give you the opportunity to start thinking about work experience over the Christmas break.

Developing employability skills and experience of the world of work is a key element within our Careers Programme. Work Experience offers students the chance to learn about jobs within sectors they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Throughout their time away from school learners will be with their host Employer in the workplace. Each student will have a Journal to help them navigate the four days as Employers rate the students according to the following employability criteria:

- Timekeeping
- Attendance
- Enthusiasm
- Personal presentation
- Communication
- Teamwork
- Ability to solve problems

Students, with support from their families, should source their own work experience placements. We are one of the only schools in Newcastle who can offer learners the opportunity to go out to work placements, however it is advisable to do this as soon as possible, to avoid disappointment.

We will endeavour to support all of our Year 10 students to secure a work experience placement. If, despite all efforts to secure a placement, a student is unable to find one then they will be expected to attend school all week.

We will be using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to collect information from the employer about their Risk Assessments, Health & Safety policies and Employer Liability Insurance. Unifrog will also be used to gain agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then can get the ball rolling by adding the placement to their Unifrog account (the Placements tool can be found on their Unifrog homepage).  
**Unifrog is not a placement sourcing tool.** There are however tools available on the VLE ([Frog OS \(jpa.newcastle.sch.uk\)](http://Frog_OS(jpa.newcastle.sch.uk))), such as how to call a prospective work experience placement, how to write a letter as well as help composing a CV. All of this information, can be found via links on our website- [Careersjesmondparkacademy.org.uk](http://Careersjesmondparkacademy.org.uk).
- The Unifrog system will then email the employer, the parent /carer, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of helpful 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](#), as it includes advice on how to find a placement.
- **Links and further information on finding work experience placements can also be found on our Jesmond Park Academy website under the Curriculum/Careers tab.**

Next steps:

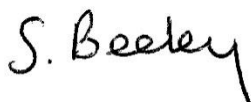
Students access the Unifrog by clicking a link in their welcome email, *received from Unifrog today*, where they create a password and can begin using the platform. They sign in to Unifrog using their school email address and password and they can do so from any computer, tablet, or smartphone. We would encourage you to use the platform with your child so you can support them through the process of deciding their next step.

You can also have your own Unifrog account. You'll be able to research careers, attend webinars delivered by employers and universities to learn more about their opportunities, and compare pathways so you can support your child in making an informed decision about their next steps. The sign up code you need is: **JSMPparents** and you can sign up here: [www.unifrog.org/code](http://www.unifrog.org/code). You can also sign up to Unifrog's parent /carer newsletter when you first sign in to get expert advice and guidance on supporting your child with their next steps.

Year 10 Form Tutors will be talking to students before the end of term about Work Experience and in the New Year students will attend a Work Experience Assembly to give additional information and guidance. For more information or if you have any further queries please visit [www.unifrog.org](http://www.unifrog.org) or contact Sarah Beeley, Jesmond Park Academy's Careers Leader. In addition to this we will hold a live TEAMs 'How to support your child with work experience' parent/carers event. We will write to you with further details regarding this after the Christmas break.

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

Kind regards,



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Careers Leader

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