



Tuesday 1 October 2024

Dear Parent/Carer

Year 10 Work Experience Week 28 April to 2 May 2025

All year 10 students will have the opportunity to try and secure a work placement during the dates above, this opportunity was launched in Year 10 assembly this week to students.

A copy of the presentation has been added to class charts for information purposes. I will also be putting the information onto the school career pages on website for access purposes.

For the week, students must find their own placement which can take time, as some employers are not quick at getting back to people. This is also part of the world of work experience. I have suggested that they start thinking about it now to try and secure a place for the week.

Where can they go?

- They can stay local to your home, Boston, Spalding, Sleaford etc. (travel is your responsibility)
- You may have relatives who can provide a placement elsewhere in country (England only) (stay with them)

Types of employers (samples)

- Larger companies and Businesses – Supermarkets, Housing Associations, local council, manufacturing, car retailers, primary schools, secondary schools
- Small industry/services – Hair, charity shops, cafes, retail, engineering, trades, dentists, pharmacies

Exceptions

- Sole Traders or Self-Employed (they will not have the correct insurance for a placement to take place), **MUST HAVE EMPLOYER LIABILITY INSURANCE.**
- Working solely with family only, as possibly not getting real work experience, this can be reviewed depending on circumstances.
- Going Abroad

Procedure to follow, all done through Unifrog

1. Complete details on placement form (available in school, class charts and website) and hand into Miss Gallagher, **deadline 4 April 2025**
2. Employer will receive details to complete and agree the placement
3. Parent will receive all details and will have to agree placement
4. Miss Gallagher will then agree placement
5. All information regarding the job description, timings etc. becomes available on Unifrog, students have access to this using school email address. [Home - Student - Unifrog](#)

Yours Sincerely

Miss Gallagher

Careers Lead and Advisor

