



HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 048

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Dear Parent/Carer,

All students in Year 12 will be undertaking work experience from 15 - 19 July 2024. During this period, there will be no lessons: each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

We encourage students (and their families) to source their own work experience placements. The Careers guidance and Sixth Form teams will do their best to find placements for any students that have been unable to find their own but, due to limited resources, we expect to only be able to help a few students, therefore your support in assisting your child with securing a placement is very much appreciated.

Unifrog (www.unifrog.org) will be used to manage the administration of the work experience programme: for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first** and then add the placement to their Unifrog account (the Placements tool can be found on their Unifrog homepage).
- 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'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](#).
- 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](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Clare Townsend at clare.townsend@hgs.herts.sch.uk or the Sixth Form team.



Thank you in advance for supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,

Clare Townsend.

Clare Townsend
Careers Coordinator/Advisor

