Dear Parents/Carers

I am pleased to inform you, that we are holding a Work Experience week for Year 10 this year, which will take place from **Monday 1st July – Friday 5th July**.

In the coming weeks, your child will need to find a suitable placement by contacting employers directly to find out if they can support with work experience. It is important for your child to find a meaningful and worthwhile placement, ideally related to their interests.

In order to support with this process, we have access to a database of potential placements on this website: [Work Experience Support Services](https://www.workexperiencesupport.co.uk/) . Your child will have a login for this as they have already used it in school.

Once your child has secured a placement, they will need to login to [www.unifrog.org](http://www.unifrog.org) and fill in the details of their placement. Please see the instructions, which are attached to this email. Your child has also used this program and been shown how to add a placement in school.

The deadline for Unifrog forms to be completed is **Friday 22nd March 2024.** This enables us to process everything and complete the necessary Health and Safety checks where appropriate.

Any pupils unable to find a placement will be in school as usually for their usual timetable.

If you have any queries about or need any help with work experience please contact me directly via email – workexperience@walton.staffs.sch.uk and I will be happy to help.

Thank you in advance for your support for what I believe is an important part of your child’s broader education and will help inform their decision on future pathways.

Yours faithfully,

**Mr A Stokes**

**Work Experience Co-ordinator**