

Work Experience Process 2023/24



June 2024

Dear parent/guardian,

Next week is our Work Experience Week on 24th – 28th June. We're very excited that our students are heading out to experience the world of work in person and develop valuable life skills.

All the basic information that the students need about their placements are available to them on their Unifrog accounts, which they can access from the front page of the school website. There they can see the information about the placement that you agreed to. As part of their preparation lessons (including a lesson they will have this week) they have been given:

- **A Work Experience Booklet.** They should have filled out the front of this with details such as their placement address and their employer's name and phone number, just in case they can't access Unifrog for any reason. The booklet also contains important safeguarding information for the students, including what to do if they are absent or have any other issues. The students also need to complete a diary in their booklet over the week and will complete an evaluation on Unifrog when they return from placement, so need to bring their booklet back into school.
- **An introduction letter and safeguarding pamphlet.** These are to be given to the employer by the student on their first day. It introduces the students and outlines our expectations, including what to do if the student does not arrive or if there are any other issues.

Each of these documents, as well as a range of other Work Experience information, can be found on our Careers page on the school website: <https://www.carnforthhigh.co.uk/school-life/careers/>

Finally, **a small team from CHS will be aiming to visit all students, where possible, within the first three days of their placement.** During this visit we will be assessing the safety and wellbeing of the students, as well as the suitability of the placement. If we have any concerns we may end the placement. **If you have any concerns about your child's placement please contact the school as soon as possible.**

School is open to all Year 10 students all week, with lessons in English, Maths, Science and Life Skills, as well as a range of work skills sessions, including visits from Lancaster and Morecambe College, Kendal College and Myerscough College. **If a Year 10 student is not attending a placement they should be in school (exceptions to this include illness, where school must be contacted as well as the employer)**

Please feel free to contact me directly at: emcgauran@carnforthhigh.co.uk if you have any questions.

Thank you again for your support,

Emmet J. McGauran

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