



Date: Monday 24th February 2025

Our ref: LPH/sjt

Dear Parent/Carer,

Re: Year 12 Work Experience - Monday 14th – Friday 18th July 2025

All students in Year 12 are going to be on work experience from Monday 14th - Friday 18th July 2025. There will be no lessons – each day all students will be at their host workplace.

Information Sessions

Students will have a 'Work Experience' launch assembly, with further information in their Careers in Form Time weekly sessions.

Year 12 parents and carers are invited to attend an online information session on **Thursday 23rd January (6pm-6.40pm)**. A separate letter will be sent with a sign-up form and meeting link.

Aims of the Week

Work experience provides students with a crucial opportunity to trial potential career paths or work with employers. Research shows students who undertake work experience are better placed to make decisions about post-18 pathways and future careers. Specifically, it provides:

- *Experience of the real world of work* - attitude and skills needed to succeed.
- *Transferable skills and personal qualities* – highly valued in the labour market.
- *Curriculum Insights* - how school subjects link to their future pathways.
- *Goal setting* – encourages informed decision-making about future careers.

We know it can be one of the most transformational experiences young people have during their education.

Self-Placement

At St Bernard's High School, we encourage our students to find their own work experience placements. We consider the search process as valuable as the experience itself.

Tips for securing a placement

- *Be proactive* - company websites, LinkedIn, media can be helpful here.
- *Consider a local employer* - applying in person and living close by is helpful.
- *Consider friends and family* – this may open opportunities in their networks.
- *Persevere* - You may need to apply for a few placements! Keep searching.
- *Consider practicalities* – placement location, cost of travel and how you will get there.
- *CV* – having a CV and cover letter to give or email can help to highlight skills.



The careers guidance and sixth form team will do its best to find placements for any students unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

About the Unifrog 'Placement' Tool

This year, we are using Unifrog (www.unifrog.org) 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. All students have a Unifrog account – see Mrs Phillips if any issues.

Some important logistics:

- Student will need to agree the placement with the employer first, then get the ball rolling by **adding the placement to their Unifrog account** (they will find the **Placements tool** on their Unifrog homepage).
- The Unifrog system will email the employer, the parent / guardian, 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** (eg correct start and end date; employer email etc).

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).

Next steps:

- Please read the placement guides on Unifrog, and then start contacting hosts for the placement • If you have any questions, contact Mrs Phillips (Careers Coordinator) via email: lph@stbernards.southend.sch.uk
- We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides help you.

Kind regards,

Mrs E Owen
Assistant Head
Head of Sixth Form

Mrs L Phillips
Careers Coordinator