



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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10th April 2025

Dear Parent / Guardian,

## Year 10 Work Experience Placement - 2nd and 3rd July 2025

We are writing to inform you that all students in Year 10 are going to be given the opportunity to undertake a 2-day work experience placement on 2nd and 3rd July 2025. Students who are on a work experience placement will not be expected to be in school for the two days. Students (and their families) should source their own work experience placements. Whilst we encourage all students to find a placement, any student who does not engage with work experience will be expected to be in school as usual.

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

We are using Unifrog ([www.unifrog.org](http://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. Students are familiar with using the Unifrog platform and have been shown how to use the placement recording tool.

### Some important logistics:

- Students need to agree to the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, 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.**
- The **deadline for finding a placement is 20th June 2025** so we are able to process the paperwork associated with the placement.

### 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 steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Beth Rumming ([brumming@brookvalegroby.com](mailto:brumming@brookvalegroby.com)) or Sarah Norton ([snorton@brookvalegroby.com](mailto:snorton@brookvalegroby.com))

Kind regards

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Careers Leader

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