



Onehouse Road, Stowmarket, Suffolk, IP14 1QR

Tel: 01449 613541

Email: enquiries@stowhigh.com

Web: www.stowhigh.com

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Our Ref: MMY/DLY.yr10workexperienceletter

Dear Families

YEAR 10 WORK EXPERIENCE

As you know from our previous letters and reminders, the deadline for work experience placements to be sourced was 31st March 2024.

Due to not everyone having sourced a suitable placement, we have decided to extend the deadline so students can continue to look for a placement over the Easter holidays.

Work Experience will take place from Monday 13th May – Friday 17th May 2024

Students with your support and guidance can use the Easter holiday to identify a potential placement linked to their future career aspirations. We ask that you encourage your child to find a placement either through your own network of family and friends or through speculative enquiries to companies.

I attach a template which could be used in a letter or email form.

Once your child has found a placement, they will need to add their placement onto their Unifrog account which they can access with their school email. It then goes to the employer to complete their relevant section on the Work Experience portal via Unifrog and ensure the section regarding the Employers Liability Insurance is completed. There is also parental consent section on the Unifrog platform which you will need to complete once the employer has signed it off.

The fully completed online form should be returned to Mrs Mylrea via the Unifrog Platform by the new deadline of Wednesday 17th April 2024.

To validate the suitability and quality of the placement, we will then contact the company and organise the various health and safety, risk assessments and other checks that are required. Please be aware that it can be difficult to assess placements beyond the immediate region. Should you have any questions regarding this, please contact the Futures Coordinator to discuss on m.mylrea@stowhigh.com

If students do not find a placement, they will have to attend school as normal, however we would hope that all students in Year 10 will complete a placement as it offers huge benefits to them.

Kind regards

Mrs Mylrea
Futures Coordinator



Kingfisher Schools Trust

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