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· ACHIEVING SUCCESS TOGETHER ·

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8 May 2025

Dear Families

### Final Work Experience Info – Let's Get Ready!

With work experience just around the corner next week, here's a quick roundup of everything your child needs to be ready for a successful and exciting time!

#### ✅ Placement Details

All placements have now been confirmed and signed off via Unifrog. Students should have already logged in to double-check their working hours, dress code, and lunch arrangements. If they haven't yet, they can do so here:

👉 <https://www.unifrog.org/sign-in>

If your child does not have an approved placement signed off on Unifrog then they will be expected in school or will be marked as an unauthorised absence.

#### 📅 Work Experience Journal

Each student has received a paper copy of their Work Experience Journal. Please make sure they bring it with them **every day** and complete it as they go - this will be important later!

#### 🎉 Celebration Assembly & Rewards

After May half term, we'll be holding a special celebration assembly. Every student who completes their journal will earn 5 merit points, and there'll be prizes for those who go above and beyond - like impressing their employer or acing the employer interview.

#### ☎ Check-Ins

Throughout the week, staff will be doing workplace visits and phone check-ins to see how everyone is getting on.



#### Safety whilst at work placement

If your child feels unsafe or something doesn't feel right, support is available:

**1. Contact the School Safeguarding Team:** Students can reach out to staff while on placement. Contact:

- Ms Hubbard (DSL)
- Miss Gilbert (DDSL)
- Your Head of Year or form tutor

Call the school on 01449 613541 and ask for the safeguarding team or email form tutor.



Kingfisher Schools Trust

Registered address: Prospect House, Little Money Road, Loddon Business Park, Loddon, Norfolk. NR14 6JD

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## 2. Speak to the Placement Supervisor

Each placement has a named adult responsible for your child's welfare. Concerns can be raised with them immediately.

## 3. Trusted Services – Free, Confidential Support

- Kooth – [www.kooth.com](http://www.kooth.com) (online mental health support)
- Shout – Text SHOUT to 85258 (24/7 support)
- Childline – Call 0800 1111 or visit [www.childline.org.uk](http://www.childline.org.uk)
- Suffolk Night Owls – Call 0300 111 6000 (emotional support from Suffolk Mind)

## 4. In an Emergency your child can:

- Call 999 if they or someone else is in immediate danger
- Call 111 for urgent but non-emergency medical advice

## Reporting Absences

If your child is unwell and can't attend their placement, please inform the school as usual via [attendance@stowhigh.com](mailto:attendance@stowhigh.com), and make sure the placement employer is also notified.

## Forgotten Passwords?

No problem! If your child has forgotten their Unifrog password, they can reset it here:

 <https://www.unifrog.org/reset-password>

## A Quick Reminder

Mobile phones should stay tucked away during working hours and only be used at break or lunch.

We're so excited for our students to take part in this valuable opportunity and can't wait to hear about their experiences! If you have any questions, feel free to get in touch at [m.mylrea@stowhigh.com](mailto:m.mylrea@stowhigh.com).

Kind regards

**Melenie Mylrea**

**Careers Support Officer**