

# **Year 10 Work Experience Information Evening**



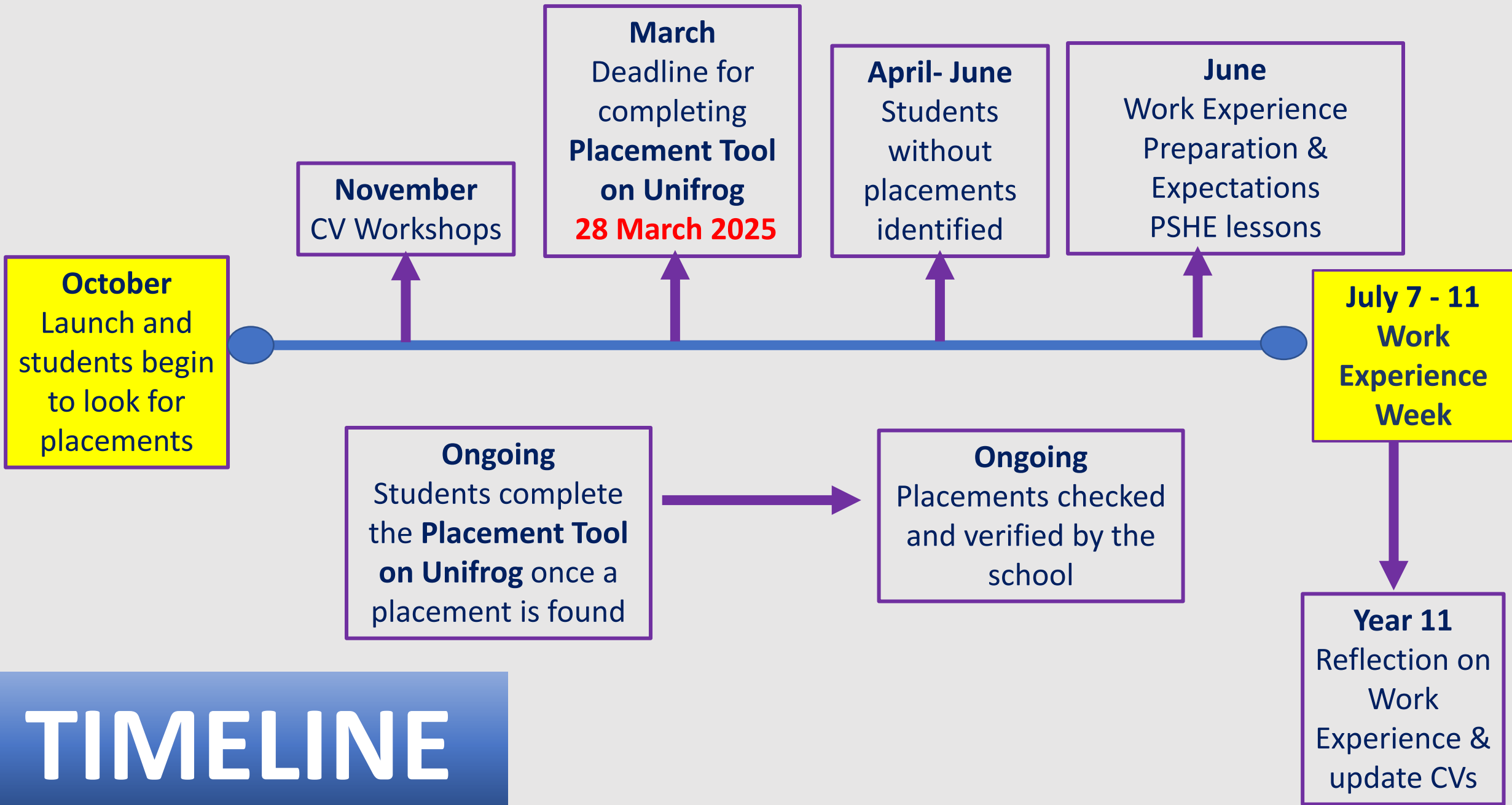
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# Benefits of Work Experience

- ✓ Practical application of knowledge
- ✓ Skill Development
- ✓ Industry exposure
- ✓ CV building
- ✓ Networking opportunities
- ✓ Confidence and Self-awareness
- ✓ Professionalism and work ethic
- ✓ Enhanced employability



# TIMELINE



# Why are we asking students to find their own Placement?

There are several reasons why students should actively seek and find their own work experience placements:

- ✓ Personalised experience
- ✓ Enhanced responsibility and initiative
- ✓ Networking and connections
- ✓ Exposure to different work environments
- ✓ Personal growth and self-awareness
- ✓ Developing job search skills
- ✓ Increased confidence and independence

NB. Some establishments may not take pupils aged under 18

**PLACEMENT**



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Students will have had an email sent to their school email inviting them to sign-up for Unifrog. They need to create a new password.



## Sign in

Sign in

[Reset password](#) / [Resend welcome email](#)

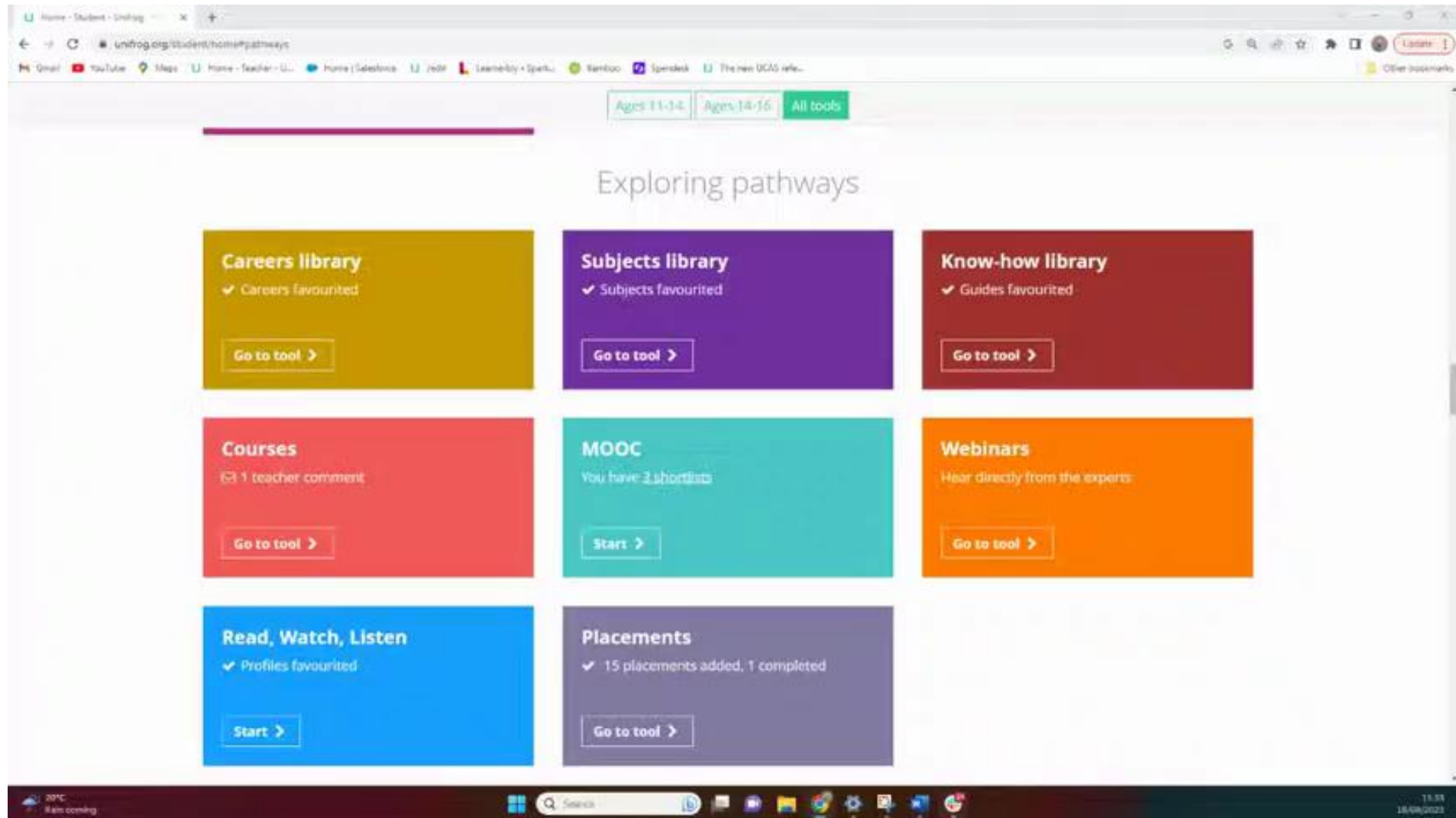
Been given a Sign up Code?

[➤ Use it here](#)



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<https://cdn.unifrog.org/video/d1oea9nec6/480.mp4>



# The Legalities



- ✓ Student - Comply with and follow the Health & Safety procedures of the Company (including wearing PPE)
- ✓ Parent/Carer – If you have any concerns about your child’s placement, alert Ms Smith
- ✓ School – Ensure the company has valid Employer Liability Insurance. Check-in on students and address any concerns straight away
- ✓ Employer – Provide valid Employer Liability Insurance and undertake Health & Safety Induction (including PPE where required)



# Attendance Expectations

- ✓ Student – Attend each day of your placement from 7 July to 11 July
- ✓ Parent/Carer – Support your child to attend their placement.

Notify the school/employer if your child is going to be absent

- ✓ School – Record daily attendance. Follow up on any non-attendance
- ✓ Employer – Notify the school of any non-attendance within 30 minutes of start time. Advise the school of any medical appointments or other absent requests

**Attendance procedures will be followed by the school; which may include legal interventions for non-attendance (Penalty Notices)**

**FOLLOWING UP ON ATTENDANCE IS A LEGAL REQUIREMENT**



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## STUDENT

- ✓ Start looking for your own placement straight away
- ✓ Complete the WEX Placement Tool on Unifrog before the deadline:  
**28 March, 2025**
- ✓ Work out your journey and timings in advance
- ✓ Find out about the appropriate dress code
- ✓ Inform the school if there are any changes

## PARENT/CARER

- ✓ Be supportive & remain positive
- ✓ Help your child find a suitable placement
- ✓ Practice making a phone call/emailing a company with them
- ✓ Reassure your child about travelling and talking to adults
- ✓ Help with planning routes to and from the placement in advance
- ✓ Contact Ms Smith if you have concerns about financial implications e.g travel costs/lunch

**GETTING STARTED**



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**DEADLINE FOR  
PLACEMENT FORMS:**

**28 MARCH, 2025**



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# Contacts and Further Support:

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