



Southend High School for Girls

AN ACADEMY GRAMMAR SCHOOL

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE, NPQEL

Thursday 21st April 2022

Dear Parent/Carer,

Work Experience Placements

We are pleased to be able to offer year 12 students the opportunity to take part in a Work Experience Placement this academic year.

I am writing to enquire if you are an employer who would be in a position to host a year 12 student for a Work Experience Placement for all or part of the week beginning Monday 20th June 2022.

What is the purpose of work experience for the student?

Work experience provides students with the opportunity to trial potential career paths or work with specific employers, while developing their skills, knowledge and confidence in an adult working environment. It is hoped that through having had work experience, students will be better placed to make decisions about their post-18 pathways and what they would like to do after their time in education.

What is the benefit of hosting a student for the employer?

As an employer, you would be able to give support, guidance and insight about how your business or industry functions and impart the passion you have for the work you do to our students. This could lead to our students becoming future interns or even employees.

Our students are talented and capable individuals who could be given the opportunity to support your business in a particular area of need, or even be given a small and exciting project to investigate and report on, utilising the unique skill set of our young adults of the 21st Century.

Telephone: 01702 588852

Email: office@shsg.org Web: www.shsg.org

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How can my company host a Year 12 student for a Work Experience placement?

If your company would be able to host a year 12 student, I would be grateful if you could complete the online form through the link below by **Friday 29th April 2022**. These details will then be shared with year 12 students so they are able to make contact with you.

<https://forms.office.com/Pages/ResponsePage.aspx?id=4xo-dAek90StnEaTienLndAK6AiNY4JAgYDlt-lZ9-RUME1VNUtTQzNKT1VUSVhIREFVNFVYRDg0Ry4u>

Employer details will only be shared with students in year 12 this academic year, not in subsequent years.

How is the placement organised?

Year 12 students will contact you in the first instance to enquire if you would be able to host them. Following this, students use our online Unifrog platform to make the arrangements, which consists of four forms that students, employers, the school and parents complete. As employers, you will provide more details about the placement including confirming your risk assessment, health and safety, data protection and insurance details.

More details can be found here [Unifrog Placements tool: FAQs : Unifrog Blog](#)

Thank you in advance for any support you are able to offer our year 12 students.

Yours sincerely,



Miss H Riebold

Assistant Headteacher

Director of Sixth Form

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