



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

29th March 2022

Dear Student and Parent/Carer,

Year 12 Work Experience Week: Monday 20th to Friday 24th June 2022

I am pleased to be able to write you about our 'Work Experience Week' which we have planned for Year 12 students during the summer term. This will be a designated week in June when students will be encouraged to participate in work experience outside of school so that they can gain valuable skills or insight into potential career paths.

What is the purpose of work experience?

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, or would not, like to do after their time in education.

Where can students do work experience?

Students will arrange their own work placements. These can be either directly related to their career aspirations or can take place in any other work environment which would be helpful for developing transferrable skills and/or add to their own personal development.

Students might want to start by asking family and friends if they are able to offer them a placement where they work, or they may prefer to approach organisations and companies in an occupation they have an interest in.

When can students do work experience?

We have set aside Monday 20th June to Friday 24th June for students to undertake work experience.

What happens if the employer cannot offer students a placement for the full week?

Students do not have to undertake a placement for the full week. They can accept the placement for the dates that the employer can offer and spend the remaining days in school.

What can students not do for work experience?

Students cannot spend the time in paid employment for their work experience placement.

What happens if students cannot secure work experience during this week?

If students are unable to secure a placement during Work Experience Week, they will attend school and lessons as usual.

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What are the next steps?

1. Students will need to approach employers to request a work experience placement with them. Students have been given a template for an email they could send to a potential employer to request work experience.
2. Once students have confirmed with an employer (ideally this will be in writing) that they can host their placement, students should complete the Student Section of the Placement Tool on Unifrog. **Students must only complete the Placement Tool on Unifrog once they have confirmed the placement with an employer.** The deadline for completing this is **Friday 29th April.**
3. Once students have completed their section of Unifrog, an email is sent to the employer to gather some further information about them. Parents/carers will also receive an email from Unifrog with all the information about the placement once the employer has completed and submitted their information.

Students have attended a virtual assembly about Work Experience Week, and this included information about the steps that needed to be followed to confirm placements. Unifrog also provides a short video to explain the process, which you can find by clicking on the following link [Unifrog Placements tool: FAQs : Unifrog Blog](#).

We really hope that students will take advantage of the opportunity to gain meaningful work experience next term, so that they can develop the skills and knowledge needed to support decisions about their future.

If you have any questions then please contact me.

Yours sincerely,

Mrs J Neill
Head of Year 12

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