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Headteacher:  
Miss K Morris



**Biddick**  
Academy

8th February 2023

Dear Parent/Carer,

**Year 10 Work Experience- Monday 17<sup>th</sup> July- Thursday 20<sup>th</sup> July**

One of the best ways to prepare our students for the world of work is to offer them the opportunity to go on Work Experience. We are delighted to offer this opportunity as part of our wider Careers Programme to students in the final week of the Summer Term: Monday 17<sup>th</sup> July- Thursday 20<sup>th</sup> July.

Work experience provides students with opportunities to develop career related skills in the workplace- including confidence interacting with adults. Students will be able to use the experience as evidence in interviews and future personal statements to secure future employment. Work experience can also be an excellent way for students to confirm if their chosen career industry is right for them. We suggest that students are aspirational when selecting a placement and mindful of transport arrangements to attend this.

Students will be learning in Tutor Time about how to organise their work experience and strategies to prepare ahead. This will include strategies to support getting in touch with an employer to arrange their placement.

Once students have arranged a placement, they will need to login to Unifrog to submit their initial form providing information about the placement, including contact details of the individual who will be responsible for them on their work experience. Once students have agreed a placement, they complete this form on the Unifrog website: <https://www.unifrog.org/>. Students will have their login details and password sent to their school email address.

If your child has any issues with logging into Unifrog or completing this form, they should contact Mrs Maddison at [Maddison.l@biddickacademy.com](mailto:Maddison.l@biddickacademy.com)

Once students have completed their form, employers will be contracted to provide relevant information and workplace policies to Unifrog. Once this stage is complete, you will receive an email with information from Unifrog about the placement. This will be an opportunity for you to check that you are happy with the placement to go ahead for your child.

If you have any further questions about Unifrog or your child completing the forms for work experience, please contact Student Manager, Lynsey Maddison.

If you have any questions about Year 10 Work Experience or our Careers Programme, please do not hesitate to contact Mr C. Brown on [brown.c@biddickacademy.com](mailto:brown.c@biddickacademy.com)

Yours faithfully,

Mr C. Brown  
Assistant Headteacher

*"Inspiring learning, unlocking potential, achieving success"*