



# BROOKFIELD COMMUNITY SCHOOL

**Brookfield Community School**

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Headteacher: Mr K Hirst

15<sup>th</sup> January 2024

Dear Parent/Carer

## **Year 12 Work Experience**

As part of the Year 12 Personal Development and Careers Programme, Year 12 students have now had information regarding work experience, which is due to take place on Monday 20<sup>th</sup> May to Friday 24<sup>th</sup> May 2024.

Students have been asked to think about the type of placement they would like to do and were encouraged to talk about possible work placements with their parents/carers.

Students have had an assembly and have been shown the new placement tool they will be using to arrange and use throughout their placements. The tool is on a platform called UNIFROG – [www.unifrog.org.uk](http://www.unifrog.org.uk). If students have forgotten their password, then please visit [www.unifrog.org/sign-in](http://www.unifrog.org/sign-in) and click on 'forgotten your password'. Here the students will be able to get a reset email sent out to them which will allow them to create a new memorable password and get logged onto the platform. Unifrog uses their school email address.

There is a flowchart to show the new process of applying for placements and explaining the timeline for the application process. Students are expected to do the following regarding placements:

- Contact the companies they are interested in doing their placement in. They will need to have the following information when calling or visiting their chosen company:-
  - Who they are, which school and their year group.
  - Dates of the placement (20<sup>th</sup> to 24<sup>th</sup> May 2024)
  - Why they want to go to that company (e.g – they want to be a vet, and wish to go to a Veterinary Practice)
- When contacting the placement, the student needs to gain the following information from the Company:
  - Contact name
  - Contact email address
  - Contact phone number
  - Placement name and address including postcode.

Other information students will need to complete on the form on Unifrog:-

- How they will be getting to the placement? (e.g. walking/car)
- Do they have any special needs/illnesses/medical conditions or injuries that may affect their placement?
- Parents/carers name and email

The deadline for students to confirm their placements is **Friday 16th February 2024**. This will give students the best opportunity to secure an early placement.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'L Bradshaw', with a long horizontal flourish extending to the right.

Mrs L Bradshaw  
Head of Sixth Form