



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

Dear parent/carer,

All students in Year 12 will be taking part in Work Experience towards the end of the Summer Term. This is an activity that is part of the curriculum for three days where we ask students to find a placement. The placements start on **Monday July 1st and will run for three days up to and including Wednesday 3rd July**. Students are not expected in school during those three days.

Work Experience affords students the opportunity to explore sectors of personal interest for future careers and study. It allows students to develop crucial transferable personal skills that can be drawn upon and can make a real difference when applying for jobs and higher education. Having the experience can help set them apart from other candidates as a motivated and committed individual, allowing them to understand and develop competencies as well as confidence in the workplace.

Students should source their own work experience placements, and we would like Year 12 students to do so now.

We use Unifrog (www.unifrog.org) to manage the administration of the work experience placement - for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then **students** will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent/guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- We are now asking students to read the placement guides on Unifrog this week, and to start contacting possible hosts for placement as soon as possible

- We would like to remind students that our careers adviser Laura Franklin is available to students for advice
- If students have questions about the administration, contact Mrs Thackray at cthackray@ahs.bucks.sch.uk

Thank you for your support with this valuable experience.

Kind regards,

Andrew Skinner

Assistant Head and Director of Sixth Form

