



SECAT

SHOEBURYNNESS HIGH SCHOOL

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Headteacher: Mrs Teri-Leigh Jones

Dear parents/guardians

In the week of the **3rd to 7th June 2024**, our year 12 students will have the opportunity to undertake external work experience (this is the week after the May half term).

Students were informed in their assembly last week by our Work Experience Administrator **Mrs Wood** that it is their responsibility to find a placement and that it should link up with an area of interest for employment after Sixth Form. It was explained that they should not expect to be paid for work experience but use it as an opportunity to have something evident on their CVs and perhaps be able to gain a reference in a particular industry. This is something that would be looked favourably upon on a UCAS application or by those hiring apprentices. Work experience gives students the experience of finding a job and encourages independence and confidence.

Whilst travel will not be funded by the school, students who receive the 16-19 Bursary may get in touch with **Mr Smith** to see if additional financial support might be available.

It is expected that the majority of Work Experience Placements will be approved on-line using the schools 'careers' platform, Unifrog. A more detailed explanation of the legal and practical requirements of the work experience programme is available for students to collect in G02 and will also be available on the website (Year 12 Work Experience Self-Placement Form). It includes a form to gather the necessary information needed to initiate the approval process in Unifrog. Each placement requires approval from the employer, the parent/carer and the school and the process of obtaining these approvals will begin as soon as the student loads the placement into Unifrog. In order to allow time for these approvals, the student should have it loaded into Unifrog by **Friday 17th May**. Some students over 16 may also require a DBS check for some workplace settings.

Please note that for students undertaking any external exams in this week, these will take precedence.

For more information, please refer to the school website or get in touch with myself, as I will be working with our careers team to support.

Regards,

Miss Katie Spinks

Head of Year 12

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