



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS

Dear Parents/Carers

Re: Year 10 Work Experience Programme

I am writing to inform you that all Year 10 students will undertake work experience in the week commencing 30th June 2025. The work experience placement is expected to last for 5 days.

The statutory guidance is that by the age of 16 every pupil should have at least one experience of a workplace. All students are expected to participate in the initiative and were briefed on the process last Tuesday.

Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, increase economic understanding from outside the classroom and relate their studies to work and training. In the past, this scheme has proved invaluable as means of professional and personal development.

Students are expected to find their own work experience placements, especially if they have an interest in a particular occupation (for example, sport and leisure, media, law, finance, engineering and construction trades).

We would ask that parents/carers support your child in finding a suitable work experience placement and with ensuring that the required forms are completed by the deadline date below. Please also note that students will only be permitted to undertake work experience at a company that has Employer's Liability Insurance and can provide details of their policy number, expiry date and name of the Insurance Company.

I have attached a letter for employers to outline the processes involved with work experience. If you would like this in hard copy, please contact me and I will provide one.

All students must have secured their work experience placement and obtained parental consent by **Friday 11th April 2025**. Of course, we understand that sometimes employers withdraw placements at short notice. Where this happens, we will endeavour to find an alternative.

We are using the 'Unifrog' platform to manage the work experience process. Students were sent log-in details and instructions to their school email account last year and these will be resent after the work experience assembly.

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Once they have secured an offer of a placement, they will use this system to record the employer details. The employer will then be asked to confirm the offer of the placement, at which point, Unifrog will ask you to give parental consent. There is a useful video to explain this process [here](#).

The placement details will then be passed to Worcestershire Education Business Partnership (EBP) to confirm that the legal Health and Safety requirements are in place.

This process takes time as the team check each company individually. It is vital for safeguarding and, therefore, **placements will not be agreed by the school unless they have been approved by Worcestershire EBP**. It is important that students complete the Unifrog process by the deadline of the 11th April or there will not be time to approve the placement.

Thank you for your support. If you have any questions or difficulties in finding a placement, please don't hesitate to contact me at ncopitch@emmausmac.com or by phone through the school office.

Yours sincerely

Nikki Copitch

Mrs N. Copitch
Careers Adviser