



3rd October 2023

Dear Parents and Carers

Year 10 Work Experience 2024

We are delighted to announce that Warlingham School and Sixth Form College Work Experience (WEX) is back! All students in Year 10 will take part in compulsory Work Experience from **Monday 15th July to Friday 19th July 2022**.

We are working in collaboration with Unifrog to provide your child with this exciting opportunity as we believe that work experience plays an important role in a student's career education and guidance. Work Experience can give your child an insight to the World of Work and gives them an opportunity to showcase and develop their key employability skills, provides them great networking opportunities and enhances student wellbeing.

During assembly on **Wednesday 4th October** your child will be informed about this event and we will introduce them to the Placements tool on Unifrog, which will be the main tool to plan and organise their work experience placement. Your son/daughter will have already received a reminder email to their school email account if they have not historically created their Unifrog login. We ask that you speak to your child about this and help them if necessary. We are delighted to be able to provide you with a parent code in order for you to access Unifrog: Simply visit www.unifrog.org/code to get signed up.

The parent code **SCYBPARENTS**.

You will need to fill in the required fields such as name, email address and create a memorable password before clicking 'Sign up'. Form codes are only used once and so email addresses and passwords are used to log in from then on.

For further help/information, please click on this link for an introduction for parents/carers video:

[An Introduction for Parents/Carers](#)

Form code: **SCYBPARENTS**

Key dates for your diary:

- We will be launching Work Experience with students in assembly on **Wednesday 4th October**.
- We will be conducting an in person Parents' Information Forum on **Wednesday 11th October, 6-6.30pm** in the Main Hall. Please register your interest in attending on this [link](#).
- Students to have ensured they have logged into their Unifrog account by: **Friday 1st December**.
- Students to have found their own placement by **Friday 26th April**.

Each student will be expected to arrange their own placement and work for a maximum of 8 hours a day including a 1 hour lunch break for the duration of the placement, unless prohibited by the constraint of a previously arranged appointment (medical etc) or genuine illness. In these circumstances the students should inform the Employer at the beginning of the placement.

For any students planning to carry out their placement with a family member, specifically a parent/carer or grandparent, a parent waiver form will need to be completed.

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Website: www.WarlinghamTLT.co.uk

Tandridge Learning Trust

Ways to help your child secure a placement

- Assist them to write a CV and a letter to employers. There are templates for both of these under the Work Experience heading on the Careers section of the school website.
- Take them down to the local high street and send them into various establishments to deliver their CVs and letters.
- Ask friends and family if they could offer a placement.
- Encourage your child to use the careers resource libraries on Unifrog to identify jobs they might like to try based on subjects they enjoy.

If you need further information or help and support with Unifrog please contact Mrs Langley. Furthermore, if your child needs help or support to find a placement please contact Mrs Langley or Miss Tindall.

Yours faithfully



Mrs Langley
Careers Leader

Miss Tindall
Assistant Headteacher

Previous WEX placements:

The Army The Arc McLaren CPFC Foundation
Co-op Financial Times Marks & Spencer
MOD Gatwick Airport The Brit Oval
Vets McMillan Williams House of Commons
Ridge Radio National Trust Barclays Bank
Beaver Zoological Gardens & Reptile Rescue. Mothercare
Jet Aviation (UK) Sainsbury's Podcast Guys
OFGEM Towergate Riskline London Underground
HMRC JPMorgan Caterham Galleries
Victoria and Albert Museum Scream Studios UKBA Virgin Airlines
Morrisons Waitrose Touche Hairdressers Helena Fortley Bridal