



Penryn  
College

"Achieving through Challenge"

25th January 2023

Dear Parent/Carer(s)

All students in Year 10 are going to be on work experience from 20th - 24th March. During this period, there will be no classes, and each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and to develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. The Careers team will do their best to help any pupils who have been unable to find their own.

We are using Unifrog ([unifrog.org](https://unifrog.org)) to manage the administration of the work experience programme - for example, collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting an agreement from you (as a parent/carer) for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**. Pupils will then get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog home page).
- The Unifrog system will then e-mail the employer, the parent/carer(s), 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](#) (please click link) 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](#) (please click link), because it includes advice on how to find a placement.

Next steps:

- With only **two weeks to go until the deadline for finding a placement**, should your child still be struggling, please read the Placement guides on Unifrog, before encouraging them to continue contacting possible hosts as soon as possible.
- If you have any questions or need any support, please contact the Careers team on [careers@penryn-college.cornwall.sch.uk](mailto:careers@penryn-college.cornwall.sch.uk) or call 01326 372379, ext. 1268 or 1259.

We wish you the best of luck in supporting your child to find a placement.

Yours sincerely

*Kim Snowden*

Careers Lead  
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