

11 September 2024

Dear Parent/Carer

I am writing to inform you of the key dates for your child's work experience placement in Year 12. Work experience is scheduled from **Monday 22 January to Friday 26 January 2024**. The dates are fixed and cannot be changed to suit individuals, so it is important that privately arranged placements are aware of the dates and fall within this time period.

Students should arrange for a work experience placement with a contact they have in a business/industry they have an interest in. This contact could be a family member or colleague/friend who you feel works in a suitable environment.

Students will complete their private placement details on Unifrog. Details will be given to them in their skills lessons over the next three weeks. An introduction to Unifrog can be found on

<https://www.youtube.com/watch?v=iQzjj5ULhAE> and an introduction to the Placements tool can be found on <https://cdn.unifrog.org/video/hfxcu5f6a6/360.mp4>

#### PRIVATE PLACEMENT GUIDANCE

- Parents/family to contact employer to request a work experience placement for **Monday 22 January 2024 to Friday 26 January 2024**.
- Students need to complete the Unifrog form needs be completed and forwarded to the chosen employer no later than **Friday 27 October 2023**. Employer confirms via Unifrog that the placement offered has been offered. This acts as a formal offer of work experience. The form must then be signed by parents by **Friday 17 November 2023**.
- Please be aware that we will need to confirm that the employer has the correct health and safety measures in place. This is confirmed by an external company called **Mainframe Engineering Ltd**. Please let the employer know that they will be contacted by Mainframe and this is a legal requirement for us, as your son/daughter is under the age of 18.

Should you have any queries about work experience please do not hesitate to contact me.

Yours faithfully



Mr Knight  
Leader of Post 16 student Welfare  
Director of Vocational Education

**Axholme Road, Wyken, Coventry CV2 5BD**

**T:** 02476 444 822 | **E:** [enquiries@caludoncastle.co.uk](mailto:enquiries@caludoncastle.co.uk) | **W:** [www.caludoncastle.co.uk](http://www.caludoncastle.co.uk)

**Registered office:** Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385



Headteacher  
**Ms S Kenrick**

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