



# CARDINAL NEWMAN CATHOLIC SCHOOL

Sandpits Lane, Keresley, Coventry, CV6 2FR  
[admin@cncs.school](mailto:admin@cncs.school)  
[www.cncs.school](http://www.cncs.school)  
T:02476 332382

Dear Parent/Carer,

Re: **Year 10 work experience 10<sup>th</sup> to 14<sup>th</sup> July 2023**

All students in Year 10 are going to be on work experience from 10<sup>th</sup> to 14<sup>th</sup> July 2023. In this period there will be no classes; 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 develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) can source their own work experience placements if they wish. We will also be supporting students in school to find a suitable placement by using an external company, who match a placement with the students interests.

We are using Unifrog ([www.unifrog.org](http://www.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 agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will add the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog online system will then email the employer, the parent/guardian, 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](#). You can also find a video that explains the process here [Placements tool](#)

Next steps:

- Students have been issued with a helpful guide – please read this
- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement. Deadline for securing a placement and adding to Unifrog is Friday 31<sup>st</sup> March 2023.
- If you have any questions, contact Ms Brennan (Careers advisor [marie.brennan@cncs.school](mailto:marie.brennan@cncs.school)) or Mrs Scanlon (Assistant Head [sarah.scanlon@cncs.school](mailto:sarah.scanlon@cncs.school))

We wish you the best of luck with supporting your child to find a placement. Please do make use Unifrog's guides help you and contact either Ms Brennan or Mrs Scanlon should you need any further support.

Kind regards,

Yours faithfully

**Mrs S Scanlon**

**Assistant Head**

**Ms E O'Connor**

**Headteacher**

