



07 November 2023

admin@ridgeway.aat.school  
www.ridgeway.herts.sch.uk

Dear Parent/Carer

## Year 10 Work Experience – 8th July -12th July 2024

All students in Year 10 are going to be on work experience from 8th July - 12th July 2024. 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) should source their own work experience placements. The school will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (<https://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 get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog 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.**

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact [workexperience@ridgeway.aat.school](mailto:workexperience@ridgeway.aat.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

Should you have any questions or concerns, please do not hesitate to contact us on Alternatively, they can speak to myself, their Form Tutor or Head of Year.

Yours sincerely,

Mrs S Merrigan  
Assistant Headteacher

