



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher
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Dear Parent/Carer,



Year 12 and Year 10 Work Experience 2025

It is widely accepted that good careers guidance is crucial to raising the aspirations of young people and provides an excellent opportunity to develop important employability skills. That is why, as part of the CEIAG provision at Ecclesbourne School, all Year 12 and 10 students are given the opportunity to participate in a full week of work experience. Well done to the students in both Y10 and Y12 who have already secured a placement.

Next year's dates are:

Year 12: 28 April – 2 May 2025	Year 10: 30 June – 4 July 2025
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Work experience gives students the chance to learn about what type of job they might enjoy and develop important employability skills. 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 where possible. The Careers Office and sixth form team will do their best to help students find placements if they have been unable to find their own. Additional help will be available for our SEND pupils.

Due to the cessation of the Derbyshire County Council Work Experience Service, we are using the Unifrog platform (www.unifrog.org) for the first time this year, 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 obtaining 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, in turn to collect the necessary information/ permissions. For the process to work, **it's essential that students add the initial information about the placement accurately** – we have designed a pre-placement form for them to complete to assist with this, available outside the Careers Office.

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) 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](#), because it includes advice on how to find a placement.

Next steps:

From the huge range of work experience places on the DCC database previously, we have contacted local organisations to compile a spreadsheet of willing hosts for Ecclesbourne students. This is available to students.

- Please read the placement guides on Unifrog, then encourage your child to start contacting possible hosts for a placement
- If you have any questions, contact Danielle Parker: dparker@ecclesbourne.derbyshire.sch.uk the Work Experience Co-ordinator.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,

A handwritten signature in blue ink, appearing to read 'J Earp'.

Joanne Earp
Head of Careers

A handwritten signature in blue ink, appearing to read 'D Parker'.

Danielle Parker
Work Experience Co-ordinator