



Allerton High

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September 2023

Dear Parent/Carer

Year 12 Work Experience 1st July- 5th July 2024

At Allerton High School, we expect all Year 12 students to organise work experience as it develops skills and confidence in the young person and can be a taster for future careers.

This year the dates for work experience are **Monday 1st July- Friday 5th July 2024**. Students will be off timetable and must organise work experience for that week.

Work Experience is very useful when writing personal statements for university and/or applying for apprenticeships/jobs. Work experience enables students to gain confidence, take responsibility and develop skills in a working environment. We have had many positive reports about students in the past and students have had offers of part time jobs through this experience.

All Year 12 students will have an Assembly about this on **Tuesday 19th September**, which they are expected to attend. As you will be aware, there is a lot of competition and students need to get their requests in early to have a chance at being successful. To build confidence and resilience, **we ask the students to find their own placements**, although if students have any questions as they acquire their placement I am happy to speak to students to offer support. We would appreciate if you could talk to your child and support them in finding suitable opportunities. They must let me know once they have secured a place **or** are struggling to find anything.

We would like students to have secured something **by Friday 23rd February 2024**. This deadline can ensure Health & Safety checks/Risk Assessments are in place before the students go out on placement.

Please feel free to contact me in case of any queries.

My working days are Monday, Tuesday and Wednesday.

Email: albordk@allertonhigh.org.uk

Tel: 0113 2034770 Ext: 219

Yours sincerely

Katie Albordaini

Careers Co-ordinator

Key Information

We are using Unifrog (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 will 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 is 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](#) 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:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact [Ms Albordaini, Career Co-ordinator at albordk@allertonhigh.org.uk](mailto:albordk@allertonhigh.org.uk)

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

