Dear Year 10 Parent/Guardians,

I hope this letter finds you well.

We are writing to inform you about an exciting opportunity for your child: **Y10 Work Experience Week**, which will take place from **Monday 5th July to Friday 9th July 2027.**

Why Work Experience Matters: During this week, your child will gain real-world exposure to a workplace environment, allowing them to develop a wide range of skills such as:

- **Teamwork and communication**: Learning to work with others in a professional setting.
- **Problem-solving and resilience**: Tackling new challenges and learning from real-life situations.
- **Independence and responsibility**: Managing their time and tasks effectively.
- **Career insights**: Gaining an understanding of potential future careers and what working in a particular sector might look like.

Work experience is an invaluable way for students to understand the demands and opportunities of the working world and helps to build their confidence and aspirations for the future.

Arranging a Placement: The most successful and rewarding work experience placements tend to be those that students arrange themselves, as it allows them to find something that is connected to their own interests and career ambitions. An email template is attached that your child may wish to amend to align with their interests before sending to potential employers. We strongly encourage students to start thinking about and organizing their placements as soon as possible.

Please be assured that our college Careers Team is available to support them every step of the way. Whether your child needs help finding a placement, preparing their CV, or reaching out to local employers, the Careers Team can assist. If you have any questions or need guidance, feel free to contact them at

careers@horizoncc.co.uk. **Unifrog also has more information that can help support your child in finding a placement https://www.unifrog.org/know-how/1574**

Please note: In order to satisfy the health and safety requirements of your child's placement, their employer **MUST** have Employer's Liability Insurance in place. If you have any questions regarding this, please contact a member of the team.

Logging Placement Information: Once your child has secured a placement, it is essential that they add the details to the online platform **Unifrog**. Your child has previously logged in to Unifrog and may have to re-set their password. Using their school log-in details, they can do this at school, or on their mobile phones or tablets at home via the Student Hub. Please remind your child to log their placement as soon as possible. The attached video will support them with this cdn.unifrog.org/video/rcn90fv3a7/720.mp4

All placements must be found and submitted by February half term at the latest to allow all necessary checks to be completed.

What If My Child Cannot Find a Placement? If your child fails to arrange a placement themselves, the Careers Team will do their best to allocate them a suitable placement, though availability and choice may be limited.

We encourage students to take the initiative and begin reaching out to potential employers now to secure the best possible experience.

Thank you for your continued support in helping your child prepare for this important part of their learning journey. If you have any questions or concerns, please do not hesitate to get in touch.

Kind regards

The Careers Team