



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

Lode Road, Bottisham

Cambridge CB25 9DL

Tel: 01223 811250

www.bottishamvc.org

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JS/bg

February 2024

Dear Parent/Carer

Year 10 Work Experience

Summary of action(s) required	Deadline
Find employer. Fill in form on Unifrog www.unifrog.org	Thursday 28 March ASAP

We are thrilled to inform you that we have launched work experience for Year 10, with students having an assembly today to get this started. They will need to begin contacting local companies that may offer work experience and complete the placement form on the Unifrog website (see instructions below).

The college has been running the work experience programme for many years and we think it is a very important aspect of college life. It provides students with an insight to the world of work, drawing on their skills to be able to participate fully in working life. It has a positive impact on their self-confidence, and they return back to school from the experience well motivated. Additionally, some students have been offered part time work, apprenticeships and internships following their work experience placements.

This year, work experience will run from **1-12 July** and students will need to arrange their own placements. This can be through emailing, dropping in or phoning a potential employer whether, both locally or in the wider community. In the past, students have carried out work experience placements at Tesco, Waitrose, Coop, Anglesey Abbey, Wicken Fen, local garages, ARM and Addenbrookes to name but a few.

Your child will need to go onto Unifrog, find the placement tab and fill in the form online. The only information they will need from the employer is the name of the company and an email address. The employer will then be sent the form to fill in, once that is complete, you will then get a copy of both forms to agree to. It will be then returned to the school. These forms will then be viewed by the school. The deadline for these forms being handed in is **Thursday 28 March**.

If you have any questions, please do not hesitate to contact Mrs J Smith on josmith@bottishamvc.org or 01223 340334.

Yours sincerely,

Mrs J Smith
WEX Co-ordinator

[Placements: the legals explained : Unifrog Placement Guides](#)





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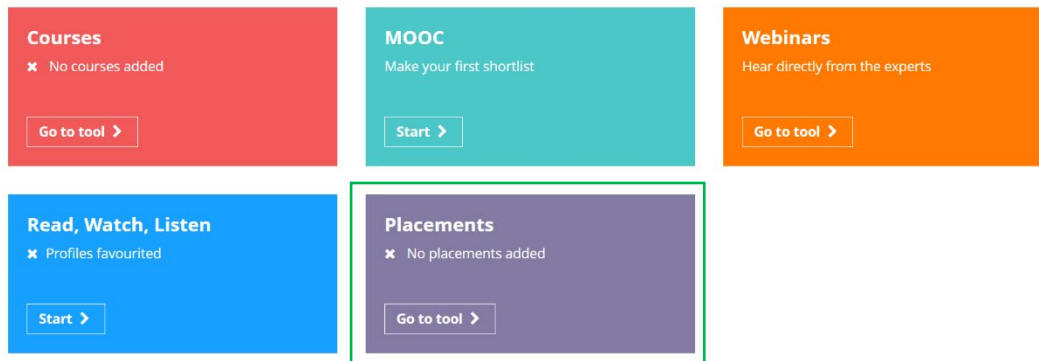
Step 1: Students to log in to Unifrog (www.unifrog.org) using their school email, resetting their password if needed.

Step 2: Select the placement tab - add new placement - answer the questions.

Step 3: It will be emailed to the employer; please confirm they have received this.

Step 4: It will be emailed to parents/carers for permission.

Step 5: It will be returned to the school.



Recording what you've done