



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
enquiries@bottishamvc.org



JOS/bg

09 May 2024

Dear Parent/Carer

Year 10 Work Experience – Action Required

Summary of Actions	Deadline
Secure a placement for your child for work experience before it's too late.	Monday 20 May

We are reaching out to remind you of the importance of securing a work experience placement for your child in Year 10.

As of now, the deadline for arranging work experience placements has passed. It is imperative that you and your child take immediate action to secure a placement before the final deadline on **Monday 20 May**.

How to Proceed

Step 1: Contact potential companies/organisations or use Unifrog to find potential placements. See details below.

Step 2: Add the name of the company and an email address onto Unifrog.

Step 3: Check Unifrog that everything has been submitted and the company will receive a form to complete.

No Placements Abroad

Please note that due to logistical constraints, we regret to inform you that we cannot facilitate placements abroad.

Contact Information

Should you have any queries or require assistance, please feel free to contact Mrs J Smith at josmith@bottishamvc.org or call 01223 340336.

Take Action Today

Time is of the essence, and we urge you to act swiftly to secure a suitable work experience placement for your child. Don't let this valuable opportunity pass by!

Thank you for your cooperation.

Yours sincerely,

Mrs J Smith
WEX Co-ordinator



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

www.unifrog.org

Using school email, reset password if needed.

Click Placement tab, add new placement, answer the questions.

It will then be emailed to the employer and then to parents for permission.

