



Morecambe Bay  
Academy

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16<sup>th</sup> November 2024

Dear parent / guardian,

All students in Year 10 will take part in a work experience week from 1<sup>st</sup> – 5<sup>th</sup> July 2024. Students had a launch assembly last week to give them an overview of the process and will have regular updates in form time and assemblies throughout the year.

Work experience is a fantastic opportunity for all students to learn about the world of work, explore different career paths and develop their key 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. The Careers and Work Experience Co-ordinator Mrs Louth will be available for support and guidance for any student that may need it and will happily help students make phone calls, write emails or just general advice around finding a placement.

We are using a company called Unifrog ([www.unifrog.org](http://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.

Students will receive information about Unifrog and how to use it during form time and will have full support of Mrs Louth if needed when inputting placement information.

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 be shown how to do this in form time)
- 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's essential that students add the initial information about the placement accurately.**

Belong | Believe | Achieve

Executive Headteacher Mr J Cowper  
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THE BAY  
LEARNING TRUST

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.

Students have been given an information booklet that will hopefully help both students & parents understand the process and answer any questions you may have. I have attached this booklet for you to look at along with a parent guide.

We wish you the best of luck with supporting your child to find a placement. Please don't hesitate to contact Mrs Louth by emailing [alouth@morecambabayacademy.co.uk](mailto:alouth@morecambabayacademy.co.uk) if you have any questions or queries.

Many thanks

Miss Thornton  
Assistant Headteacher  
Careers Leader

Mrs Louth  
Careers & Work Experience Co-ordinator