



Morecambe Bay
Academy

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Dear parent / guardian,

All students in Year 12 will take part in a work experience week from 29th April – 3rd May 2024. Students have had a launch assembly to give them an overview of the process and will have regular updates in form time and assemblies.

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) 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.
- 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.**

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.

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Executive Headteacher Mr J Cowper
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THE BAY
LEARNING TRUST

Many of our students have already sourced a placement and logged the details on Unifrog, please have a chat to your son/daughter to see where they are up to with the process and encourage them to have a chat with Mrs Louth if they are having any issues.

We wish you the best of luck with supporting your child to find a placement. Please do not hesitate to contact Mrs Louth by emailing 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