

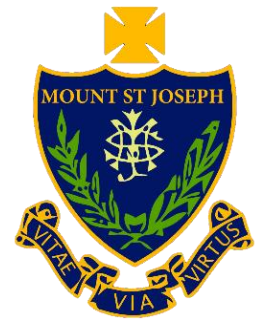
# Mount St. Joseph

*"A community of Learners, Believers and Friends"*

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Headteacher: Mrs A Devany



Dear Parents and Carers,

## Work Experience week: 24<sup>th</sup> – 28<sup>th</sup> February 2025

All students in Year 10 are going to be on work experience from the **24<sup>th</sup> – 28<sup>th</sup> February 2025**. In this period normal classes will be suspended – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. 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 guidance team have limited resources and thus will find it difficult to help students.

We are using 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.

Some important logistics:

- Work Experience Assemblies will take place in October to give students further information.
- Students will be shown how to log into Unifrog and navigate the platform, during PDT time.
- 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.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, ring school and ask for Debra Simpson on 01204 391800 or email [simpsond@msj.bolton.sch.uk](mailto:simpsond@msj.bolton.sch.uk)

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,

Mrs G Morris  
Assistant Headteacher