



Millais School

In pursuit of excellence

19th January 2024

Dear Parent / Carer,

Year 10 Work Experience (WEX) 2024

Thank you to those who attended the Year 10 Parent Information event on Thursday 18th January where WEX was officially launched. Please be assured, all information regarding WEX is covered in this letter.

We are excited that our wonderful Year 10 students will have the opportunity to undertake five days of Work Experience (WEX), as a part of our KS4 careers programme.

A student WEX booklet is available on the Year 10 TEAMS Work Experience channel, and attached to this letter, so students and parents are better able to understand the process.

All information about Year 10 Work Experience can also be found on the website here:

<https://www.millais.org.uk/beyond-the-classroom/careers-and-life-beyond-millais>

Year 10 WEX programme:

Monday 10th June - Friday 14th June 2024 – students will participate in **Work Experience** (or if no placement secured – a virtual Work Experience opportunity and/ or an online Employability Skills programme).

Why take part in WEX?:

WEX aims to provide all young people with an opportunity to:

- Obtain a wider awareness of the world of work as part of their general education.
- Learn outside the classroom.
- Increase their economic understanding.
- Get a taste of a potential future career.

WEX can be one of the most transformational experiences young people have during their education.

How to secure a placement:

The expectation is that students (with parental support) will organise their own placements.

- You may have contacts who can help through friends or family.
- You may be able to accommodate your child at your own place of work – and even offer another placement to one of their friends.





- You may find a placement through contacting local organisations / businesses.

Please discuss the WEX options with your child to try to ensure that they have a meaningful time on placement and that their choice is suitable and useful. Your child may struggle to come up with ideas on their own – so please be on hand to help guide them and make suggestions!

We have a limited database of contacts your child may be able to use if they are struggling. If you find securing a placement is really tough, please ask your child to come and find me (Mrs Jones) to discuss what help they may need.

If you work for an organisation that is willing to help by offering a work experience placement, see the 'How you can help the Millais community' section below.

Use of Unifrog:

We are very excited about being a Unifrog School as it offers a huge range of resources for our students to explore.

We are using Unifrog (www.unifrog.org) to manage the administration of the WEX 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.

Each student will receive a Unifrog 'Welcome' email to their school email account on Monday 22nd January, with a link enabling them to set up their Unifrog account.

Students will be able to access Unifrog as soon as they activate their account. This means they can start to use it as soon as they like! This includes inputting information about their WEX placement once the placement has been secured.

There is a **£10 charge** per student for the use of Unifrog as our WEX administration platform. This should be paid via ParentPay please.

Any student eligible for PP will have this cost covered. If you feel that you may experience issues making this payment, and your child is not entitled to PP, please contact the school (you can use the email at the end of the letter) to confidentially discuss how the school can support you with this.



Finding out more about Unifrog:

- Unifrog has created a set of guides about placements which you can find [here](#).
- Within the 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](#); it includes advice on how to find a placement.
- Parents wishing to create a dummy account on Unifrog can sign up here: www.unifrog.org/code using the code: **MILSPARENTS**

Next Steps – Secure and Confirm a Placement:

- Make a shortlist of employers and start contacting as soon as possible for the placement. There are suggested phone and email approaches in the Student Booklet.
- **Students need to agree the placement with the employer** before filling anything in on Unifrog – placements section.

This will involve making contacting with the relevant person / organisation to secure the dates and making sure that your child is able to get to their placement. The school cannot cover any transportation costs. However, as long as you are happy that your child can get to the placement (and they can get back to school for the Monday 17th!), the UK is your oyster!

- **Once a placement is secured** students will get the ball rolling by adding the placement to their Unifrog account. They'll find the Placements tool on their Unifrog homepage. The student booklet explains how to do this.

Exploring pathways

Careers library × Careers favoured Go to tool >	Subjects library × Subjects favoured Go to tool >	Know-how library × Guides favoured Go to tool >
Webinars Hear directly from the experts Go to tool >	Read, Watch, Listen × Profiles favoured Start >	Placements × No placements added Go to tool >

- ✓ **Placement start date and end date: (10th June – 14th June 2024)**
- ✓ **Describe the time commitment: (e.g. 8am – 5pm)**
- ✓ **Employer placement lead name:**
- ✓ **Employer placement lead email:**
- ✓ **Parent name:**
- ✓ **Parent email:**
- ✓ **Parent contact number:**



We wish you the best of luck in supporting your child to find a placement and thank you for your help in this.

I will be available every Friday Lunchtime (12.45 – 1.05pm) in the LRC to assist our Year 10 students. Please remind them to come and see me if they are concerned about anything or need help accessing Unifrog.

How you can help the Millais Community:

If you able to offer a WEX place to one or more of our students (after you have managed to sort your own child a placement obviously!) this would be amazing. By doing so you could be helping to shape the future and aspirations of one of our young people.

A WEX 'offer of placement' form will be sent out to the whole school community shortly. You can also access the form here: <https://forms.office.com/e/Y00gpA1h4T>

Deadlines:

To give us time to process information from employers, and to best support students, we require each student to have secured their placement by: **March 28th.**

At this stage, we will then be able to assess who may need additional support – and if we have a database of companies / individuals able to offer WEX, we *may* be able to help with placements.

N.B. The database must be viewed as a last resort for those students unable to source their own placement. Unfortunately, Millais *cannot* guarantee that there will be any placements available through this potential database. Therefore, please work on the assumption that you will have to help your child to source their own placement.

What happens if we cannot secure a placement?

Any student unable to secure an in person WEX placement will have access to an online employability skills programme and virtual WEX course to complete during this time instead. Students will be expected to complete this course at home unless you are informed otherwise. Students in this cohort will be contacted nearer the time with the arrangements for this.

We are really excited for our students, and hope that they enjoy, and grow through this experience.

Warm Regards,

Caroline Jones

Assistant Head

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