



The Sixth Form  
at Harrogate Grammar School  
Excellence For All

12 January 2024

Dear Parents/Carers and Students

**Year 12 World of Work Week - Commencing 15 July 2024**

This week we launched preparations for the World of Work Week with Year 12 students. World of Work Week provides a dedicated period of time for students to take part in an activity which gives them a greater insight into the professional working environment. There are many benefits for students undertaking work experience:

- enabling students to find placements that are related to their future career/university choice
- gaining a real insight into their chosen field
- gaining greater self-confidence and maturity
- developing their employability skills

Students should think carefully about their choice of employer for this experience. The most valuable experiences are those which align with a student's interests and current career aspirations, and those which support future university, apprenticeship and job applications. The student's chosen activity will run for the course of this final week of term, and students will be required to document their experience and to reflect on their learning from the week.

The dates for the placement are Monday 15 July to Friday 19 July. To facilitate the scheme students need to seek their own placements. The placement may be found through personal contacts or by students writing to work places or companies that interest them. A Tuesday morning Progression session has been dedicated to providing advice to students about how to contact employers. If students are struggling to secure placements, they should inform their Form Tutor so that support can be offered to facilitate this process.

In order for the school to approve a work experience or volunteering placement, students and employers will need to provide details about the level of supervision, insurance cover, and health and safety certificates. Any placement request that does not meet these checks will not be approved by the school. Where placements involve higher-risk environments, more extensive health and safety checks may be required before the school can authorise this. These checks may incur a charge which is payable by the student / family. Please contact us via: [HGSsixthform@hgs.rklt.co.uk](mailto:HGSsixthform@hgs.rklt.co.uk) if you require further information about this charge.

It may be necessary for the school to visit the location for a placement both in advance and during the placement. Therefore, we would advise students to limit their placement to within Harrogate and the surrounding area.

## **Unifrog Process**

To arrange a work experience placement, students, employers and parents need to engage with the process through Unifrog. Below are the initial steps a student must take to start this process.

1. Student contacts employer via email, letter or in person to secure an offer of a placement.
2. Once an offer is secured, students submit the contact details of the employer into the "Placement" module on their Unifrog account.

Unifrog will then automatically contact the employer, parents and school for the required information to secure the placement. Please see the order below.

1. Unifrog contact the employer to gather further information including risk assessments and insurance policies.
2. Once the employer has completed this, Unifrog will contact parents/carers for approval.
3. Once parental consent has been given, Unifrog will contact the school for approval.

For further details of the process, please follow the link below and login with your son/daughters Unifrog login.

[Unifrog Guide to Placement Tool](#)

The deadline for all documentation to be completed is **Wednesday 10 April**. Parents and students should be aware that information returned to school after this date cannot be guaranteed to be passed for checks and may not be approved. Students will be made aware of this very important deadline, and we appreciate your support in ensuring that your son or daughter has organised their placement before this deadline.

We hope that all of the above will help students to find a valuable work-based experience and ask you to please contact school should you have any questions or require any further information.

Yours sincerely



**Mr B Twitchin**  
**Director of Sixth Form**  
**Assistant Headteacher**