



**HECKMONDWIKE**  
GRAMMAR SCHOOL

JLH/TCC

24 April 2023

Dear Parents/carer,

We are writing to update you about work experience for Year 10 which will be starting soon.

Year 10 students will start their work experience placement on 5th June 2023. We are incredibly pleased to let you know that most placements have been confirmed and approved. We still have some which are yet to go through the approvals process.

Please could you support us by checking the following with your child's placement.

1. Log on to Unifrog to check the status of the placement. This will tell you which stage you are at and what still needs to be done before the placement can be confirmed.
2. The employer may still need to complete the employer initial form. If they are still to submit, please could you contact the employer to remind them to complete the relevant forms and upload requested documents onto Unifrog.
3. Encourage your child to work out how they will get to and from their place of work. Planning in advance will save time, especially if travelling on public transport.

This also gives the students an opportunity to find out any details they need to know before the placement begins.

Students can see what stage of the process their placement is at by logging on to Unifrog [here](#). If students have any questions, it is important they contact the careers team in room B013 as soon as possible.

Thank you for your continued support.

Kind Regards,

Mrs Haigh – Careers and Work Related Learning Advisor

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