



County Upper School

Headteacher: Ms S Kennedy



Dear Parent/Guardian,

As you will be aware, our new careers programme at County Upper: County Upper Directions, aims to support and educate our students to prepare them for their next steps following their time at County Upper. We have been working extremely hard to develop our pastoral programme, provide even more employment encounters, and inform our students regularly about current labour market information. In addition to these, we have been sharing and promoting Post-16 options, such as apprenticeships, T-Levels, and A-level option.

We are extremely excited to announce that we are launching **'Work Experience'** to our current Year 10 students. This will take place between **Monday 20th June 2022 and Friday 24th June 2022**. The aim of work experience is to help prepare them for the transition from school to work. Work experience can have a number of benefits, helping them to:

- Gain a greater understanding of the world of work and how businesses operate
- Learn what an employer will expect of them as an employee i.e. punctuality, dress code, commitment, etc.
- Learn new skills such as speaking to customers both face-to-face and on the phone, taking messages, teamwork, etc.
- Decide what kind of work they might choose when they leave school
- Develop self-confidence - many students appreciate being treated as an adult and respond well to being given responsibility

Students are currently working hard preparing their CV's and covering letters in preparation. Whilst we will support students, we do require students to attempt to find their own placement. To allow this to take place, we will require the following:

- Parents to complete the 'Parental Consent Form' and return it signed, to the student's form tutor by Friday **18th March 2022**
- Support your child sending a covering letter, CV, employer agreement form and risk assessment form to a prospective employer(s). If you have not heard back within a fortnight, try again, or try another employer
- Secure a placement, with all paperwork completed and returned to the students form tutor by **Monday 25th April 2022**

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As you will appreciate, we are trying to launch work experience 'post pandemic' – during this time, many working patterns of local employers have changed. Bearing this in mind, if the vast majority of students have been unable to locate a placement, we will have to revert to an inhouse virtual work experience offering. Parents and students will be notified of this outcome by Friday 6th May 2022. If a student has been successful in obtaining a work experience placement, we would highly recommend them still attending during the summer holidays.

To support your child, we will provide a link to our Work Experience website, with further details, potential employers and copies of the required paperwork. Alternatively, please email cu.careers@countyupper.org

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we will now be using Unifrog; an award-winning, online careers platform. All students now have access to this excellent website.

The Unifrog platform is designed to support learners in making the most informed decisions about their futures and has a range of tools that are suitable for all year groups. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles, MOOCs and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience and much more
- Applications – tools to help students build applications for a range of pathways (e.g. CVs, Personal Statements, Common App Essays)

Students access the platform by clicking a link in their welcome email, where they create a password and can begin using the platform. They login to Unifrog using their email address and password and they can do so from any computer, tablet or smartphone. We would encourage you to use the platform with your child so you can support them through the process of deciding their next step.

We have also set up a parent login so that you can use Unifrog as if you were a student yourself, allowing you to support your child throughout the process. The form code you need is:

BSECUPARENT and you can sign up here: www.unifrog.org/code

Further details about our careers programme and opportunities to provide feedback can be found at <https://www.countyupper.org/curriculum/ceiag/> - we look forward to hearing from you.

Kind regards,

Mr S Turner



Assistant Head of Year 10

Mr N Marshall



Associate Assistant Headteacher

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