



17 February 2023

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Dear Parents and Carers,

Careers – Y10 Work Experience

Many thanks to the 117 parents who have already completed the Microsoft form giving consent for their child to undertake work experience. A reminder the deadline is **Friday 3rd March**. If you are yet to complete the consent form, please click [here](#). In order to ensure that we are meeting government guidelines we do need to have this.

We are also endeavouring to make the Work Experience process more 'green.'

With that mind please find attached the updated Y10 Work Experience booklet which contains information to support students finding a work experience placement. There is lots of information but please see it as a guide to support your child through the process.

In the coming week students will receive a number of emails to help them:

- One from our own ICT Team containing their individual password for the school Wi-Fi. This can be used for all teacher sanctioned access to school Wi-Fi **during lesson time only**. For this context it allows students to access our online Careers Platform **Grofar** to complete their placement details, and the risk assessment, via their mobile devices.
- One from **Grofar** with their individual log on details so that they can access the **Grofar** platform via their mobile device.
- One from the Careers team explaining how to access **Grofar** (the instructions can also be found on *P10-11* in the guide and attached to this email as a separate document.) We will set the logging on to the Grofar platform as a HW on G4S. This means that as students find their placements they can complete the details on line. The Grofar team will then process the placement ensuring that is compliant to ensure that it is appropriate and that students are safe.

With over 220 students completing the process last year, and going on to a successful work experience, we hope that you see the importance of this opportunity for students.

Kind Regards,

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