

Stanborough



Mathematics & Computing Academy

Headteacher: Mrs M John

Dear Employer,

Year 12 Work Experience : Monday 17th July - Wednesday 19th July 2023

Thank you very much for agreeing to take part in our Year 12 work experience. This gives students the chance to explore career opportunities and supports their studies. Students will be encouraged to ask questions about the routes people took into their careers, and to understand what needs to be done now to begin planning their own futures.

I hope the following information will be useful in helping you to plan a day that is enjoyable and useful for you and the visiting student.

- Remember that the format of the working day will be unfamiliar to your visitor; please explain the format of the day, any relevant health and safety issues, the location of toilets, when breaks will be etc
- Introduce them to other employees and avoid leaving them on their own
- Try to give them some practical tasks to do, remembering this is a taster and eye opener to the world of work – a variety of activities would be most effective
- Practical arrangements; inform your visitor in advance if they need to bring a packed lunch; be clear on the times for the start and end of the day.
- Try to explain how all parts/departments of the company fit together, so what's seen can be placed in context
- Students enjoy having something to take away with them to trigger memories and reinforce messages received on the day
- It may be helpful for your visitor to wear a name badge

The overall objective of the placement is for your visitor to see how all the different jobs at your workplace fit together and what opportunities there are for people to progress to senior jobs.

We are using a platform called Unifrog to collate all information about the placements and Employer Insurance. Once the student has created the initial form for a placement and added the employer contact details, an email will be sent for the employer to fill in. Please do look out for an email from Unifrog which will give you access to fill in the required information.

Thank you in advance for your assistance in facilitating this experience.

Yours faithfully

Mrs Armitage
Deputy Headteacher

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Lemsford Lane, Welwyn Garden City, Hertfordshire AL8 6YR

Tel: 01707 321755 • admin@stanborough.herts.sch.uk • www.stanborough.herts.sch.uk • Company No: 07900439

