

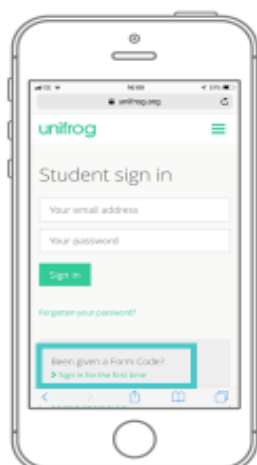
Year 10



Year 10 Work Experience Wednesday 3rd July – Friday 5th July 2024

Unifrog is an online platform that all students have access to. It supports all aspects of their future intentions, from Year 9 to 13, by guiding them through specific processes that will help them make choices about their GCSE and BTEC options for Year 10, their A Level and BTEC choices for Year 12 and then Year 13 and beyond. Unifrog also enables all students to 'Geek out' around areas of interest and to look at all apprenticeships available to them from Year 11 onwards.

Parents & guardians, get signed up!



Go to www.unifrog.org/student and click 'Sign in for the first time'
You'll be asked for some details and a form code.
This is what you need:

Form code: **ALDUPARENTS**

After signing up, log into Unifrog using your email address and password via the student sign-in page!

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Complete the Sign up Page:

Signup page
To create your own account, please fill in the following form.

* Form code: **ALDUPARENTS**

* Title: --- select your title ---

* First name: _____

* Surname: _____

* Email address: _____

* Retype email: _____

UK postcode: Optional if your school is international

* Password: _____

* Retype password: _____

Sign up

Put your Code in here

We recommend you use a personal email not a school email because you may access it more regularly

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Applying for A Work Experience Placement

Your Name
Your Full Postal Address
Date
Contact Name (if known)
Employers Name
Employers Full Address

Dear Sir/Madam, (or their name if known e.g. Mr/Mrs/Miss)

I am a Year 10 student from Thomas Alleyne's High School.

I am writing to enquire whether it would be possible to undertake a work experience placement with you for three days from Wednesday 3rd July – Friday 5th July, 2024.

I am keen to gain some practical experience in **(chosen field of Work Experience)** as I really enjoy **(insert reason)**. I am hoping this will be a career for me in the future and feel the experience you can provide me with will be valuable and will support me in making an informed decision about my future intentions.

I have **(insert relevant skills to the role)**. In my spare time, I like to **(list relevant hobbies and interests)**. I'm also a member of **(list any groups/clubs/activities)**.

I am a hard worker, who is **(insert your qualities)** and would appreciate the opportunity to complete my work experience with you. I can be contacted on either my address shown above or on **(insert email address and mobile number if you have one)**.

I look forward to hearing from you.

Yours sincerely **(if you start your letter with the person's name)**

OR

Yours faithfully **(if you start your letter with Dear Sir/Madam)**

Sign here

Write full name