

18<sup>th</sup> September 2024

To Whom it May Concern,

Thank you for agreeing to support one of our Year 10 students for their three-day work experience placement between **Tuesday 8<sup>th</sup> July and Thursday 10<sup>th</sup> July 2025**. This will be an invaluable experience that will help them to start thinking carefully about their future choices.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work placement and this includes capturing key details about the work placement, and information relating to Risk Assessment and Health and Safety. Please look out for an email from Unifrog and follow the link to complete the employer section as soon as you can. The students only have until 10<sup>th</sup> June for all administration to be completed, before they can commence the placement.

Legislation has recently changed and the school is now expected to hold a copy of your Liability Insurance. Unifrog will prompt you to upload this directly onto the form before you can submit it. If you have any difficulties providing Liability Insurance Documents or a Risk Assessment, please contact either Rachel Holden [rholden@ndhs.org.uk](mailto:rholden@ndhs.org.uk) or Kate Freezer [kfreezer@ndhs.org.uk](mailto:kfreezer@ndhs.org.uk) or who are coordinating the placements.

If you have any questions, queries or concerns, please do use those email addresses to contact the school.

Once again, many thanks for your support.

Yours faithfully,

Mrs R Holden  
CEIAG Coordinator

Miss K Freezer  
Assistant Headteacher