



South Dartmoor Community College

Executive Head teacher | Mrs J Veal
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Empowering everyone to be the best they can be.



16 January 2025

Dear Parent / Carer

RE: YEAR 10 WORK EXPERIENCE

We are happy to inform you that Year 10 Work Experience will be running from Monday 14 July to Friday 18 July (inclusive) 2025. This is a wonderful opportunity for your son / daughter to experience the world of work and to gain new skills.

It is the responsibility of your son / daughter to find a placement and to gather details about it, including information such as start, finish and lunch times and what clothes to wear. Please read the student information booklet for further guidance. Students may also seek advice by messaging careers at careers@southdartmoor.devon.sch.uk.

This year we are using a new system online system for work experience called Unifrog. This will require all students to log in and complete their own work experience form. The deadline for completion of this form is Monday 28 April 2025 and guidance can be found on the attached PowerPoint.

If you are helping your son or daughter find a placement, please bear the following in mind:

- It is not our policy to place students where the student has a part-time job.
- Transport is your / their responsibility.
- All employers **MUST** hold **BOTH** Public Liability and Employer's Liability Insurances. Where these are not in place, we cannot approve a placement.
- We will not approve placements where the student is working on their own with just one person (lone worker).

Prior to attending work experience the placement must be signed off by the school and this will only be done if all the paperwork (on Unifrog) is in place.

We hope your son/daughter has a rewarding experience.

Kind regards

Julie Randell

Mrs J Randell
Careers Advisor

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