

# First Contact Template

Please feel free to use this template to email an employer,  
you will need to edit accordingly.

Dear [their name],

My name is [your name] and I attend Dene Magna School. During year [year], students are encouraged to find work experience for 5 days, which will help us think about our career choices.

I am writing to see if it would be possible to carry out my work experience at [place name] as I am very interested in a career which involves [type of career]. I would love to experience [what do you hope to take part in], and hope you can help me.

If you are able to support this request, would [date from, to] be an option? I am currently [age] years old. I hope that you may be able to offer me a work experience placement. I will of course comply with any procedures required to keep everyone safe.

If it is possible for me to undertake my work experience with you, please let me know if this could be arranged.

I look forward to hearing from you.

Yours faithfully  
[your name]

To make the most of your placement, stay alert, listen, observe and participate. You are there to get a taste of the world of work, so in addition to being professional, polite and punctual, be curious. Ask questions so you can really understand what a career in that industry would require. Remember, many companies are looking to offer support to the 'right' student after the placement (whether weekend work, mentoring or even apprenticeships) so impress them! Also, take pictures to remember your time and email them to Mrs Rich: [j.rich@denemagna.gloucs.sch.uk](mailto:j.rich@denemagna.gloucs.sch.uk) (check permission first).



# Work Experience



# Investing Time

Work experience during school years is so valuable. At Dene Magna, we value work experience because it not only gives you a chance to try out your ideal career but also develops responsibility, maturity and independence. Students often return with a new understanding of the world of work and are motivated to continue their studies to open doors for their future. For many, it confirms their chosen career path, helping to steer choices for Further Education, Apprenticeships or University. For others, it confirms that this choice of career isn't for them. In 2024-25, we are encouraging students to take this opportunity during a week where no curriculum learning is taking place: 14th-18th October 2024 (for Year 10 only) and 1st -5th July 2025 (Year 10 and 12) or during some of the longer holidays e.g. October half-term or the Easter holidays. Please try to avoid a placement with immediate family if possible, as this limits the benefits of work experience.

It's time to start thinking and planning one of the most significant weeks of your life. You can access the best jobs and career experiences with the school's backing. Go for it!

## So where do you want to go?

Use the internet to find a company that offers the career you're interested in. Do some research to understand the kind of jobs they offer and the work they do (you can use the careers library in Unifrog and the company website). What would you like to experience?

Try to find the name of the person to contact. This can be done by calling or emailing a general contact and asking for the details of the best person to contact regarding work experience.

Use your contacts. Whilst it's better for you not work with immediate family, it is a great idea to ask family or friends if they know people who work in your chosen career, ask them to use their social media e.g. LinkedIn, Facebook etc. Staff have lots of connections too including Mrs Rich, just ask.

Learn something about the different ways to get into that industry, in case you're asked. Search for Job Profiles on Unifrog or here:  
<https://nationalcareers.service.gov.uk/explore-careers>

# Step-by-step Checklist

## 1. Make contact

Email or write to the business to request work experience. There is a template on the back to help you get started. Tell them what you hope to achieve and which department(s) you would like to experience. Maybe spend time in more than one department during the week? Also, think about practicalities! You'll need to get to and from your placement. Can you use public transport, or maybe get a lift for the 5 days? You will have to cover transport costs yourself.

## 2. Liaise with subject teachers if taking time off school

If your placement can only be taken during term time (not one of the weeks where the timetable is suspended), you must catch up after returning. Each teacher needs to be informed at least a week before the work experience dates so that guidance or resources can be provided.

## 3. Log your Placement with Unifrog

Log into your Unifrog Account using your school email address (if you don't know your password click re-set password). Click on the Placement icon and select + new placement. Fill out the form as required. Please select Mrs Rich as the Placement Co-ordinator. In the time commitment section please state your start and finish time. Once you have completed the two tick boxes, click Add placement. You will receive an email confirming that the form is complete.

## 4. Await Confirmation

The employer will be emailed with instructions to complete their form and your parent/carer will be emailed for their consent. It is important that you have input their email addresses correctly. Mrs Rich will then do the relevant checks and confirm permission.

## 5. Remind them you're coming

Once you have an email confirming your placement is approved Email or phone your contact a few days before starting, to confirm the arrangements. Double check location and arrival times, lunch arrangements or clothing.

## 6. Complete your online Feedback on Unifrog

You will have an email from Unifrog asking for your feedback. Remember to send your photos to Mrs Rich by emailing:  
[j.rich@denemagna.gloucs.sch.uk](mailto:j.rich@denemagna.gloucs.sch.uk).