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· ACHIEVING SUCCESS TOGETHER ·

Ref: MMY.JCP.WorkExperienceFinalReminder

10th May 2024

Dear Families

A few reminders for those going out on work experience next week.

Your futures teachers will have gone through safeguarding procedures with you. A reminder that if you feel uncomfortable, please call or email the school immediately. We will be calling all of you, form tutors will be visiting some of you, but if in doubt, do not wait for a call or visit – check in with us!

You should already have checked, but if not, please check your Unifrog placements tool for your start times, dress code and lunchtime arrangements. You can reset your Unifrog password by using the reset button on the home page to send a link to your school email if you have forgotten your password.

<https://www.unifrog.org/sign-in>

Please remember to complete your work experience journals, including feedback, and hand this to Mrs Mylrea on your return to school. This feedback along with the Unifrog feedback will help us to decide on the prize winners who will be awarded at the celebration assembly that will take place in June.

If you are sick or cannot attend your placement, you must contact both your placement lead (contact details are on Unifrog and in your WEX journals) and your placement coordinator m.mylrea@stowhigh.com to let them know that you will not be attending, also copy in attendance@stowhigh.com

Please remember, if you do not have a placement authorised on Unifrog you will be expected to attend school as normal, in full uniform and follow your normal timetable, or you will be marked as an unauthorised absence.

Above all have a wonderful week, enjoy the experience and we look forward to hearing all about it when you are back.

Kind regards

Melenie Mylrea

Mrs Mylrea
Futures Coordinator



Kingfisher Schools Trust

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