

December 2024

Dear Parent/Carer,

Year 10 Work Experience Monday 21<sup>st</sup> July - Thursday 24<sup>th</sup> July (Friday 25<sup>th</sup> July) 2025

We are writing to you regarding Work Experience next year for Year 10. Work Experience is an important part of the Year 10 Curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers.

All Year 10 students will be expected to take part in our Work Experience Programme from Monday 21<sup>st</sup> to Thursday 24<sup>th</sup> (Friday 25<sup>th</sup> July 2025). School does finish on Thursday, but students have the option to complete a full week of Work Experience until Friday 25<sup>th</sup>.

In order for students to gain the valuable job-hunting skills which are so important in today's job market, we ask that all students take responsibility for planning and finding their own placements. We strongly advise students to contact prospective employers as soon as possible, to ensure a placement.

### **Finding Placements**

We would ask that parents/carers and students discuss possible placements and the type of experience the student hopes to have. Where parents/carers and students may have their own contacts for such placements, it would be helpful for students and parents to make an initial contact as soon as possible.

Most employers will have taken students from a number of schools for many years and have well established practices. Our Year 10 and 12 students have all completed a week of work experience in the last 3 years and a list of previous placements will be issued via email to students.

### **Support**

Available throughout the year, tutors and the Year 10 team will be monitoring how well students are progressing with finding themselves a placement and will be the first point of contact for any queries about work experience. If your child is unsure about how to approach an employer, please direct them to the making a telephone call advice and guidance sheet, which will be emailed out. Students may also make appointments with our Careers Adviser, Louise Brazier on Wednesday lunchtimes for help with finding a work experience placement, or drop-in to see Mrs Compton, Head of Careers.

**This year we are using Unifrog** [www.unifrog.org](http://www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

### **Some important logistics:**

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**

### **Finding out more:**

- Unifrog have created a set of guides about placements which you can find here. [Guides - Placement - Unifrog](#)
- Within this set of guides, this is the best one to start with (it includes a short animation of how the whole process works.)
- Next, we recommend looking at this one, because it includes advice on how to find a placement. [For students: a guide to placements/work experience : Unifrog Placement Guides](#)

### **Next steps:**

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.

If you have any questions, please email on [fcompton@ormistonriversacademy.co.uk](mailto:fcompton@ormistonriversacademy.co.uk)

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

### **Deadline**

In order for us to ensure that there is sufficient time to process all of the information. The deadline for the completion of form on Unifrog and gaining a Work Experience placement, is the Friday we finish for **May Half Term, Friday 23<sup>rd</sup> May 2025**

Once again, we strongly advise students to find their placements and complete all relevant forms online as early as possible, because work experience placements may

be competitive with their desired employer. The earlier the form on Unifrog can be completed, the sooner the placement can be processed.

Thank you for your support and we wish your child happy job hunting.

Yours sincerely,

Fliss Compton

Head of Careers