

November 2025

Year 12 Work Experience Week Monday 29th June -Friday 3rd July 2026

Dear Parents and Carers,

All students in Year 12 are going to be on work experience from Monday 29th June to Friday 3rd July 2026. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (in discussion with their families and tutors) should source their own work experience placements.

The careers guidance and sixth form team will do their best to find placements for any students who have been unable to find their own.

We are using Unifrog 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

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.

Yours sincerely,

Fliss Compton

Head of Careers