



# ORMISTON SIX VILLAGES ACADEMY



28<sup>th</sup> January 2025

Dear Parents and Carers

## Year 10 Work Experience

**All students in Year 10** are going to be on work experience from **Monday 30<sup>th</sup> June until Friday 4<sup>th</sup> July**. In this period there will be no classes taking place in school – 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 believe that the learning that takes place during this week-long placement, along with the subsequent follow up work that is undertaken in school, is invaluable to many students' maturation not only as a person, but in terms of their general career thinking. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) are expected to source their own work experience placements. Students will have access to placement information in school but are expected to approach employers themselves. The careers guidance, inclusion and year group teams will do their best to find placements for any students who have been unable to find their own, but because we have limited resources, we expect to only be able to help a few students.

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. This is free of charge and eliminates the need for paperwork.

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).
- Students **MUST** be able to get to the placements they apply for. Please consider travel and transport prior to submitting the application.
- The Unifrog system will then email the employer, the parent / carer, and the school to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately**.
- All applications should be made and submitted on Unifrog no later than **Monday 15<sup>th</sup> April**.

Principal: Mr Paul Slaughter

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### **Work experience 2025 timeline:**

- 29th January: Work Experience Information Evening
- 30th January: Work Experience letter handed out in school
- 7<sup>th</sup> February: Student survey due via Satchel One
- February-May: Y10 group and individual Futures interviews
- Thursday 13<sup>th</sup> February: Futures Fair
- 14th April: Placements submitted via Unifrog
- April/May/June: Continued communication with parents and students
- 30<sup>th</sup> June-4th July: Work Experience week

### **Finding out more:**

- Unifrog have created a set of guides about placements which you can find [here](#).
- 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.

### **Next steps:**

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

If you have any questions, please contact your child's tutor, Mr Munt or Mr Marsh who will be the Work Experience lead coordinator.

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

This letter will be emailed to all parents/carers and will be available via the school website and on Satchel One. You will be able to follow the e-links on these electronic copies

Yours faithfully



Chris Marsh

**Head of Humanities and Careers Lead**