



Our ref: AKB/kmd/y10/wex

November 2024

Dear Parent/Guardian,

Re: Work Experience / 14-18 July 2025

All students in Year 10 have the opportunity to participate in work experience from Monday, 14 July – Friday, 18 July. During this period normal lessons will not take place, students will instead report to 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 (and their families) should source their own work experience placements. The careers team and form tutors will do their best to support students to find placements but because we have limited resources, we cannot place all students. We need students to use their own initiative and support from parents/carers to make the placements happen.

We are using Unifrog (www.unifrog.org) this year 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**; students then need to add the placement to their Unifrog account. (They will 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 is 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](#).
- 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.
- All resources will also be downloaded onto our website on the Work Experience page: <https://www.oldburywells.com/student-information/work-experience>

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Next steps:

- Please read the placement guides on Unifrog and then start contacting possible hosts for your placement.
- If you have any questions, please do not hesitate to contact Mrs April Bishell, Careers Lead, via email at April.Bishell@oldburywells.com

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

Yours faithfully



April Bishell
Careers Lead



Tom Williams
Deputy Headteacher