



**Our ref:** LTM/kmd/wex2024

13 November 2023

Dear Parent / Guardian,

**Re: Work Experience, July 2024**

All students in Year 10 have the opportunity to participate in work experience from Monday, 15 July – Friday, 19 July 2024. 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 as well as developing 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 of course offer support to students looking for placements, but due to limited resources we are not able place all students. We need students to use their own initiative, along with support from parents/carers, to make the placements happen.

We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) this year to manage the administration of the work experience programme, eg. 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 start by adding the placement onto their Unifrog account (they'll find the 'Placements' tool on their Unifrog homepage).
- The Unifrog system will then email the employer, 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 the placement.
- If you have any questions, please do not hesitate to contact Mrs April Bishell, Careers Lead at [april.bishell@oldburywells.com](mailto:april.bishell@oldburywells.com).

We thank you for supporting your child in finding a placement and please do make use of Unifrog's guides to help you.

Yours sincerely



**April Bishell**  
Careers Lead



**Katharine Warner**  
Deputy Headteacher