

Wednesday 21st January 2026

Re: Work Experience and Placements using Unifrog

Dear Parents and Carers,

All students in Year 10 are going to be on work experience from 13th -17th 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 (and their families) should source their own work experience placements. The careers guidance team and Year 10 team 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) 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.

Key information:

- Students need to agree their placement with the employer first, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / caregiver, 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.

Extra help and guidance:

- Unifrog have created a set of guides about placements which you can find [here](#).
- To find out more about how we'll be using Unifrog to set up placements, take a look at the guide [Unifrog's Placements tool FAQs](#) where you'll find a short animation that explains the process.
- For advice on how to help your child find a placement, take a look at the guide '[How to help your child find a work placement](#)'.

Next steps:

- Please read the placement guides on Unifrog and then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, your child should log it on their Unifrog account.

If you have any questions, contact Miss Samuels Work Experience lead/ Head of Year using email: samuelsa@ormistonsandwell.org.uk or Telephone number: 0121 552 5501

We wish you the best of luck with supporting your child to find a placement.

Kind regards,
Miss Samuels
(Head of Year 10)