



**Ormiston
Sudbury
Academy**

Ormiston Sudbury Academy
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Principal: Mrs S Morris, BSc Hons, ARCS, MBA

Our ref: HBO/HMC

Date: 11.11.24

Dear Parent/Carer,

I am writing to let you know that that last week your child attended a tutorial to inform them of our work experience programme that will take place from Monday 7th July until Friday 11th July 2025. All students have the opportunity to attend a placement during this week for between 3-5 days, depending on availability, and ideally should be in work for 5-7 hours per day, although these hours can be worked flexibly depending on the nature of the business. If students are unable to attend their work placement for the full five days then they will be required to come into the Academy on the days they are not in work.

Work Experience is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers and can help with making informed decisions regarding their next steps when they leave the Academy.

It is advisable that students start trying to secure a placement as soon as possible as there are likely to be a high number of students in other schools and colleges also looking for work experience. Whilst we will offer students looking for opportunities, we are encouraging them to arrange their own placements by contacting employers directly. This will help them to develop valuable job-hunting skills. Parents and carers are also asked to help support their child in securing a placement.

To manage the administration of our work experience programme we will be using the 'Unifrog' careers platform. Students will be asked to input their work placement details into the 'placement tool' on Unifrog so that it can assist with the collection of important information including employment liability insurance and health and safety requirements. These details need to be added by **Friday 30th May 2025**, at the latest, to ensure that all checks can be completed. Your child has access to the Unifrog platform and will be sent a link to the placement tool, please find below a link with further information. Unifrog have also created a set of guides and short videos to help support work experience and finding a placement.

[Unifrog placements tool - parents evening slides - Google Slides](#)

[Guides - Placement - Unifrog](#)

Please do look at the information provided in these links and if you have any further questions regarding any of the information, please do not hesitate to contact me.

Kind regards

Helen Boreham

Careers Adviser

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