



**Ormiston
Sudbury
Academy**

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

Our ref: HBO/
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Dear Parent/Carer,

I am writing to let you know that this week your child has had a tutorial regarding Year 10 work experience that will take place from Monday 24th May until Friday 28th May 2027. 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 and thinking about Post 16 options.

Due to recent updates to safeguarding legislation [Keeping children safe in education 2026: September 2026](#) (section 406) the length of the placement will now vary between 3-5 days depending on how the student is supervised and if the employer has or is required to have an enhanced DBS check with children's barred list. Placements should last between 4-7 hours per day, although these hours can be worked flexibly depending on the nature of the business. If students are unable to secure a work placement, then they will be required to come into 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 support to students looking for opportunities, we are encouraging them to arrange their own placements by contacting employers directly, as 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 work experience 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 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 17th May 2027**, 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 on Unifrog and uploading your 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 please do not hesitate to contact me.

Kind regards

Helen Boreham

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