

Work Experience



Tue 23rd June – Thu 25th June 2026

OPTION TO EXTEND Fri 26th and Mon 29th June

Information Booklet For Parents and Students

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Headteacher: Mr A Gilbert

November 2025

Dear Parent

3-day Work Experience: Tue 23rd June - Thu 25th June 2026 (Option to extend to Fri 26th and Mon 29th June)

We are committed to offering all Year 10 students an opportunity to take part in our work experience programme. Such an experience offers many benefits for the students including employability skills which supports our Careers and Aspirations Programme. During the week, students will attend a Careers Fair on the Monday and then start their 3-day placement. The school has INSET days on Fri 26th June and Mon 29th June, so we are giving students the option to extend their placements for an extra two days.

All Year 10 students will be provided with important information about the procedures and how to prepare for work experience. We are encouraging students to find their own work experience placements. We would recommend they contact companies to secure a placement in an area they are interested in and that reflects their ability and aptitude. It is vital that students consider this carefully to find the most beneficial placement. We recommend students make such contact under the guidance of an adult, either at home or in school. We recommend students using their school email address and not contacting individuals via social media. Ideally, students will find a placement in the wider community in the Nottingham and Nottinghamshire area.

In addition, students will also be introduced to an online Careers platform called **UNIFROG**, where they can search for, secure and record work placements. More information is contained with the booklet provided. Once your child has found a work placement, they must record the details on UNIFROG. On receipt of the employer's details, they and you, will receive an email asking you to confirm that you are happy for your child to accept this placement. It is therefore essential to keep the school informed of any changes to contact details, email addresses, etc. We are hoping that your child will have submitted these details by **Friday 12th December 2025**. The deadline for returning the employer agreement form and securing a placement is **Friday 20th March 2026**.

This deadline is important as each placement needs to be authorised and risk assessed, which takes considerable time for the whole year group. A placement cannot go ahead without going through this process and receiving approval from school and our external risk compliance team. Please encourage your child to respect the deadline, as late forms will not be processed. Students have been advised that if they are having difficulty in deciding what to do or where to start, to seek advice from their form tutor in the first instance. Please encourage your child to confirm their placement **as soon as possible**. Please read through this booklet and feel free to contact us, should you have any concerns or questions. Work Experience is a compulsory requirement as part of our Personal Development curriculum and any students not on placement, will receive unauthorised attendance.

If you, as an employer, are willing to offer a placement to any of our students at your place of work, please contact Mr Wood at **d.wood@oakwoodacademy.org.uk** who will contact you if a student is interested in your field. We would be extremely grateful if you could support us in this way as we look to build up links with the local and wider community.

Please remember to complete the attached Work Experience Student and Parental Agreement form and return to Student Reception by **Friday 13th December 2025**.

Yours sincerely,

Mr Wood
WEX Coordinator

Mr S McNeill
Assistant Headteacher

WHY DO WORK EXPERIENCE?

Both the Government and staff at The Oakwood Academy know that after completing work experience young people change in a variety of ways, all of which are beneficial to themselves.

They become more mature and focussed, are able to inform their career choices post 16, develop employability skills and generally gain an important insight into the world of work.

Often, young people who have not always felt positive about their experiences in school get on really well in this new environment. They return with an excellent report and are then inspired to achieve more in their final year at the school.

WORK EXPERIENCE REPORTS

During work placement, students are encouraged to gather evidence in a work experience logbook to outline their activities, people they have worked with and the skills they have developed. The logbook also contains vital comments made by placement supervisors.

WHAT KIND OF PLACEMENT?

In one sense, it doesn't matter where young people gain their experiences of work as long as they are in a safe working environment under supervision. However, often the best placements are those which will inform future career choices for the young person, whether those experiences confirm what they would like to do or not.

WORK EXPERIENCE PLACEMENT PREPARATION

Finding your own placement

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. All Work Experience can be equally valuable regardless of the careers link, providing it gives you a good opportunity to develop your Employability Skills.
2. **Look for a placement by asking your parents, relations and friends, if they know anyone doing the type of work that you are interested in.** You can also ask your tutor. Enquire at customer service desks, look at shop fronts and businesses in your local area, research in libraries and the internet. **Discuss your ideas with your parents and tutor.** Ideally, you should not arrange a placement where you will be working closely with a parent or relative, or part time job. It is important that Work Experience is a 'new challenge' in terms of people and environment.
3. **Consider the geographical location.** You need to take into account where you live, what transport links are available and how long will the travel times be from home to your placement.
4. **Contact the company or organisation and ask if they are prepared to accept you for Work Experience.** This can be done by telephone/personal visit or letter. Make sure that you know the dates of your Work Experience and advise the company of these. Think about why you would like to do Work Experience within that organisation and remember to be enthusiastic in your communication.
5. **Once you have confirmed a placement, you should log the detail on UNIFROG. The Employer will receive an email and be asked to complete a Work Experience Employer Agreement form.** They have until Friday 20th March 2026 to send log their details on UNIFROG.
6. **The Company must have Employer's Liability Insurance otherwise you will not be able to go there for Work Experience.** The policy number and expiry date will need to be recorded on the Work Experience Agreement form.

MAKING A TELEPHONE CALL TO SECURE A PLACEMENT



Before you dial:

- Have a pen and paper ready to record any information you are given
- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance. (If not, you can ask the first person who answers for the Human Resources Manager, Personal Manager, Work Experience Supervisor)

Making the call:

- Ensure that there will be no distracting background noise (e.g. music, traffic, friends)
- Dial the correct number

When someone answers:

- Say 'Good Morning' or Good Afternoon as appropriate
- Introduce yourself, giving you name and your school
- Explain why you are phoning e.g. 'I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between **Tue 23rd June – Thu 25th June 2026**
- Explain why you would like to do your Work Experience there
- Ask to speak to someone that can help you
- Remember to ask for the person's name

If you are passed to a different person:

- Introduce yourself again in the same way and repeat the information suggested above

If the person agrees to accept you for Work Experience:

- You will need to arrange for the **Work Experience Employer Agreement form** to be completed. Please advise the employer of this and arrange to either send or take the form to them
- The form must be signed by a person in a position of responsibility e.g. a manager
- The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience

Remember to always speak politely and clearly and remember to thank people for their help.

It might be a good idea to keep a log of your calls to prevent duplicating calls to the same businesses.



We are expecting **EVERYONE** to find their own work placement, support and guidance is available and we recommend you start sourcing potential placements as soon as possible, **do not** leave this until the last minute.

All placements must be arranged at the very latest by **Friday 17th April 2026.**

*Any students that do not secure a placement, will be expected to attend school during placement days to complete set work and any non-attendance will be marked as unauthorised.

DRAFT LETTER TO AN EMPLOYER – Example letter below

Send a letter to the employer – don't forget to include a stamped, self-addressed envelope for them to return their response back to you. If you don't include a stamped self-addressed envelope, **remember to include your telephone contact number.**

Your home address goes here

Date

*Contact person in the Company if known or
Company Address*

*Dear Contact person in the Company or
Dear Sir/Madam if not known*

1st paragraph – introduce yourself and explain why you are writing e.g.

My name is..... I am a year 10 student at The Oakwood Academy in Nottingham and I am looking for Work Experience from Tuesday 23rd June– Thursday 25th July 2026.

2nd paragraph – explain what sort of Work Experience you are looking for and why you have chosen this company.

3rd paragraph – give some information about yourself, e.g. what are your best subjects at school, hobbies, sports, interests, skills and abilities etc.

4th paragraph – finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to a named contact)

Or

Yours faithfully (if addressed to Sir/madam)

Your signature

Your name in full

LETTER OF UNDERSTANDING

Thank you for providing Work Experience for a Young Person(s) from a school. It is very valuable for young people to understand and take part in the world of work. The school will have prepared the Young Person(s) for the world of work through a variety of activities including health and safety awareness, security, confidentiality and other instructions prior to the placement. During the placement a point of contact at the Young Person(s) School will be available for the employer and a representative from school may visit the premises and monitor their progress.

Your company/organisation will have to spend time determining how the students are going to spend their time during the week. The Young Person(s) should not work more than a standard eight-hour day and / or work more than five consecutive days out of seven. Employers who offer Work Experience placements with unsociable hours containing start times before 7am and finish times after 7pm should have agreements established with the school and written consent from Parents to ensure that suitable transport (accompanied) is arranged for the Young Person(s) whole journey during the unsocial hours to and from their place of work.

What about Insurance? The employer shall ensure that the Young Person(s) are treated as an employee for the purpose of insurance and shall be covered by the organisations Employer's Liability Insurance Policy, Public Liability and where appropriate 'Motor Vehicle Insurance for business use' and will be able to provide a copy of the relevant Insurance Certificates if requested by the school or Health and Safety Team..

Whilst it is normal for Employer's and Public Liability policies to automatically include Young Person's or other Young Person's on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage. The Education authority/Governing Body recognises their own responsibilities for Young Person's during placement.

Accident, Illness or significant changes in any cases of any absences, accident or sickness and/or any changes, which may affect the Young Person(s) health, safety and welfare, the employer should inform the school immediately and co-operate with any accident investigation.

Child Protection Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

Equal Opportunities Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging the Young Person(s) to take up non-traditional placements. This may need special preparation for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Health & Safety Under the Management of Health and Safety at Work Regulation 1999, employers are required to assess the risks to young workers before they start and a Health and Safety representative may visit your organisation to undertake a routine Health and Safety check. There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for a Young Person(s) who are below compulsory school leaving age. The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured.

This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there are no requirements to provide this information in writing.

Data Protection Employer/placement provider details will be held on the school database. This information will also be disclosed on request (in accordance with the Data Protection Act) to Schools, Colleges, LCS's Training Providers, Young Person(s), their Parents/Guardians and third party registered organisations who have the responsibility to safeguard the Young Person(s) health, safety and welfare so far as is reasonably practicable.

If you have any queries or require further advice, do not hesitate to contact the Work Experience Co-ordinator at the school or alternatively for health and safety issues contact the school Business Manager.

Additional Work Experience Terms and Guidance information available on request.