



The Ripley Academy and Sixth Form



Executive Headteacher: **Mrs H Frost-Briggs** BA (Hons)
We are **AMBITIOUS**. We are **COMMITTED**. We are **PROUD**.

18th December 2024

Dear Parent / Guardian,

During the summer term in the week commencing Monday 21st -23rd July all Year 10 students will undertake a compulsory 3 days' work experience placement with an employer of their choice. We believe work experience is a vital opportunity for students to experience the world of work and develop employability skills.

We advise students to secure a placement that is of genuine interest to them as early as possible. Whilst it is the responsibility of your child to secure that placement, we hope that you will discuss their choices with them and help guide them in finding a placement that is appropriate. Students (with guidance from their families) should source their own work experience placements. The careers guidance team and tutors 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 are only able to help a few students.

At The Ripley Academy we use 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.

On Tuesday 7th January Students will have a work experience assembly regarding the process, including how to find placements, the paperwork required and how to access Unifrog.

Some important logistics:

- Students need to agree the placement with the employer **first**, (this can be by email or telephone call) and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / guardian, 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.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, '[How to... use the Placements tool](#)' is the best guide to start with, it includes a short animation of how the whole process works.



- Next, we recommend looking at '[For students: a guide to placements/work experience](#)', this guide includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog and support your child in contacting possible hosts for a placement.

It is important to note that other local schools often have work experience during the same week so students may be competing for the same local employer, therefore securing a placement before February half term is advisable. A deadline of **Monday 24th February** for placement confirmations will help to secure placements within the required timeframe for all the relevant checks and paperwork to be processed.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

There is a wealth of support available in school to support your child throughout the work experience process. Mr Kingsland (Head of Year), Mrs Ford (Work experience coordinator), the Year 10 tutor team and myself are available to help any students requiring support to secure a placement.

Please do not hesitate to contact me on ltollervey@ripleyacademy.org should you have any queries or require any further information. May I take this opportunity to thank you for your support throughout the work experience journey.

If you are interested in offering work experience placements at your place of work, please contact me on the email address above.

Yours sincerely

L Tollervey

Mrs Tollervey
Head of Careers & Personal Development