**RESILIENCE · RESPECT · INTEGRITY · COMMUNITY**
The Ongar Academy, Fyfield Road, Ongar, CM5 0AN
•••
Tel: 01277 500990
Email: communications@theongaracademy.org
Website: www.theongaracademy.org
Headteacher: Mr. J. Sands
Deputy Headteacher: Ms. R. Gilbert

14th January 2025

Dear parent / guardian,

All students in Year 10 are going to be on work experience from 14th-22nd July 2025. In this period there will be no classes – each day all students will be at the workplace of their host employer.

To explain the process fully you are invited to attend a Work Experience presentation on Thursday 23rd January from 5pm-6pm.

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. We 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.

Some important logistics:

- Students need to agree the placement with the employer **first**, 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, this is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at this one, because it includes advice on how to find a placement.

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Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Mrs Foster nfoster@theongaracademy.org

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

Kind regards,

NFoster.

Mrs Foster

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