Southmoor Academy
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Year 10 WORK EXPERIENCE PLACEMENTS June 2027

Dear Parents/Carers

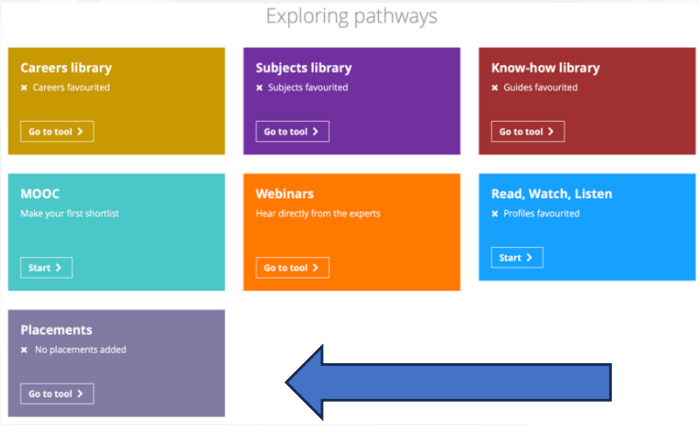
As part of Southmoor Academy's careers education curriculum, we are offering students in Year 10 the opportunity to participate in a work experience placement in **June 2027.** It is a great opportunity for all students to spend some time with an employer or other organisation, allowing them to experience as far as possible the hours, working conditions and regulations they may encounter when they go to work themselves. The dates of the one-week placement for this year are: **Monday 14th June to Friday 18th June 2027.**

Students are encouraged to arrange their own placement. From now, students can start contacting local businesses to find a suitable placement.

unifrog
The universal careers platform

We are using the **Placements** tool on the Unifrog careers platform to manage the work experience system. There are no paper forms to be returned and all documents will now be completed online which means that students, employers, and school can follow the process in real time. Students will be given detailed instructions during their ASPIRE lessons on how to complete the process; however, the relevant points to get started are summarised below.

1. **When a student has confirmed a placement with an employer**, the student must log on to their Unifrog account and go to the **Placement** tool. Then click on '**Start New Placement'**. *(It is important that students only start this process when they have confirmed the placement with the employer in person. Students can show the employer this letter if they need further information).*



2. Students must then complete the 'Student Initial Form'. **The following details are important:**
   - The placement is **'in person'**
   - Placement Coordinator is **'Mrs Robinson'**
   - Placement start date is 14th June 2027
   - Placement end date is 18th June 2027
   - Describe time commitment – student will need to get this information from the employer. For most students it will be 'Full time', but some students might be working 'evenings'. The employer will need to give students this information. If students are not sure, they can enter TBC (to be confirmed).
   - Employer placement lead: name and address **must** be correct
   - Parent/guardian details: name and email address **must** be correct

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Executive Headteacher: Mrs J. Maw
Chief Executive Officer of Trust: Mrs J. Maw

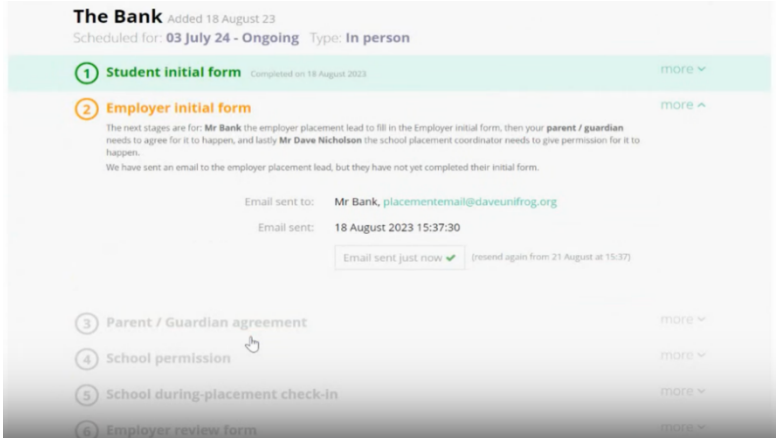
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3. Once students have completed the form (they can leave and come back later to the form if they need to get more information), you must click *Form Finished?* **and** *Add Placement.* Once they have clicked these buttons, the automated process starts.

4. Students will then see a screen which shows the progress of their Placement. It is possible to edit the 'Student Initial Form' at any time from this screen.

5. The employer will be sent an email with a form to complete for more information about the placement and for various documents to be uploaded. Students will be able to monitor the progress of this using the **Placements** tool.



6. Once the placement has been fully agreed by the employer, Parents/Carers will be sent an email which will ask for agreement. No login is needed for this – it will be completed using an online form.

7. The school will then check all the Health & Safety requirements and sign off the placement when completed. Again, students will be able to monitor the progress of this.

The final deadline to complete the 'Student Initial Form' is **Friday 14 May 2027** to allow for all Health & Safety, Risk Assessment and Insurance checks to be completed before your child can take part in a placement. Without these checks being completed, your child will be unable to complete their placement. Students can start creating Placements at any time from now. Where placements are deemed unsuitable in terms of health and safety, the student will not be allowed to attend that placement.

If students are having any difficulty setting up their placement using the 'Student Initial Form', they can speak to Mrs Robinson, Mrs Gooch, Aspire teachers or me for support. Students can now login to Unifrog using the '**Sign-in with Microsoft**' button on the Unifrog homepage. Alternatively, students can log-in with a username (their school email address) and a password set up in previous years. If students have forgotten their Unifrog password at any time, they can reset themselves by going to https://www.unifrog.org/sign-in and clicking 'Reset password'.

If you have any concerns or queries, please do not hesitate to contact Mrs Robinson, Trust Director of Progression, or me via the school office or email (careers@southmooracademy.com) or refer to the work experience section on our school website which contains more information. Attached to this letter is a **Frequently Asked Questions** document with answers to the common queries about Work Experience.

Yours sincerely

S. Wareham

Mr S. Wareham
Assistant Headteacher – Student Progression (Careers Leader)