



21 January 2025

Dear Parent/Carer,

Year 10 Work Experience Monday 7 – Friday 11 July 2025

I write to inform you that the school is committed to providing your son/ward with five days of work experience in Year 10 from **Monday 7 July to Friday 11 July 2025**. Work experience or placements have been proven to be a valuable motivational tool in helping to raising academic standards. One of two things happen: first, students enjoy the experience and, as a result, become more focused in their studies; or, second, students dislike their placement, so much so that they work harder at school so as to not end up in that type of job. From a school perspective, it is a win-win situation.

This year, 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 you 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/carers, and the school, to collect the necessary information and permissions. For the process to work, it is essential that students add the initial information about the placement accurately.

Finding Out More

Unifrog have created a [set of guides](#) about placements. Within these guides, [this](#) is the best one to start with, as 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.

Next Steps

Please read the placement guides on Unifrog and then start contacting possible hosts for the placement. If students have any questions, they should contact Mr Adams by emailing madams@isleworthsyon.org. Students should ensure they complete their skills profile and quiz profile on Unifrog.

Deadlines

The deadline for "own finds" is 12 noon on Friday 21 February 2025. After this date, any student unable to find their own work placement may be allocated a placement by the school (subject to availability).

Continued on next page...

Costs

Work experience is free. The only cost involved will be if any student either fails to complete their "own find" / allocated placement (£65.00) or requests a change of placement (£40.00). These are standard charges and cover our internal administration costs which includes investigating insurance as well as designing contracts and job descriptions.

Wide Work Placement Offers

Some parents/carers are self-employed or already work in establishments which accept school work placements. If this is the case, or you can offer one or more place, I would greatly appreciate if you could contact Mr Adams with details of the company and the contact person.

Frequently Asked Questions

WHAT DOES MY SON/WARD DO NEXT?

1. Investigate work experience opportunities with friends and family.
2. Secure a work experience placement.
3. Upload details to the **Placements Tool** on Unifrog.

CAN MY SON/WARD WORK IN THE FAMILY BUSINESS?

Yes, but only if the family business is sizeable and has Employers Liability Insurance.

CAN MY SON/WARD RECEIVE SOME CAREERS AND EMPLOYMENT ADVICE, INFORMATION AND GUIDANCE (CEIAG)?

Yes, we will be targeting individuals towards the Summer Term. If your son/ward is keen to have a one-to-one interview about their future work prospects, request an interview through Mr Adams (see below).

WHERE CAN I FIND OUT MORE INFORMATION?

The school website (www.isleworthsyon.org/careers), or on the Work Experience channel of the Year 10 Teams page.

Thank you for your support.

Yours faithfully,



Mr S Fisher

Co-Headteacher

sfisher@isleworthsyon.org

