



**Ormiston Victory Academy**

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September 2025

Dear Parents and Carers,

### **Year 12 Work Experience 13<sup>th</sup> to 17<sup>th</sup> July 2026**

All Year 12 students will take part in Work Experience Week from **Monday 13<sup>th</sup> to Friday 17<sup>th</sup> July 2026**. During this week students will not attend lessons, they will be at their chosen workplace full-time. This is a valuable opportunity for students to explore career interests, build confidence and strengthen their CVs.

#### **What You Need to Know**

- Students must arrange their own placement. This builds independence and communication skills.
- Students may seek support from family and school staff. We can offer guidance and suggest workplaces for them to contact; however limited resources will mean we cannot complete every stage for them.
- We are using Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage placements, including risk assessments and parental consent.

#### **What Students Must Do**

1. Secure a placement by contacting an employer.
2. Log in to Unifrog using their OVA email address and go to the Placements tool.
3. Enter placement details accurately. This triggers emails to the employer and parent/carer.
4. Complete all steps by the deadline – **Friday 13<sup>th</sup> February 2026**.

Students without a placement will attend school during placement week.

#### **Placement Requirements**

- Dates must be 13–17 July 2026.
- Placements must be added to Unifrog by the student as soon as a possible.
- This system will request further information from the employer and parents via email.
- Students should act as quickly as possible, after reading this letter, as securing placements will be competitive!

#### **Get Started**

- Visit the Unifrog Guides for step-by-step help: <https://www.unifrog.org/placement/guides>
- Visit the academy website for guidance on work experience:  
<https://ormistonvictoryacademy.co.uk/for-students/work-experience>

If you have any questions, please contact Miss Burke at [s.burke@ormistonvictoryacademy.co.uk](mailto:s.burke@ormistonvictoryacademy.co.uk) or Mr Arger at [r.arger@ormistonvictoryacademy.co.uk](mailto:r.arger@ormistonvictoryacademy.co.uk)

Thank you for supporting your child through this exciting opportunity.

Warm regards,

*S Burke*

Miss S Burke  
Senior Head of Year Behaviour

*R Arger*

Mr R Arger  
Careers Leader

*O Ballentine*

Mrs O Ballentine  
Vice Principal

## Work Experience: How to Call Employers & Enter Placements on Unifrog

### How to Make a Call to an Employer

Calling an employer may feel nerve-wracking, but it shows confidence and could help you secure a great placement!

#### Before You Call

- Research the business – what do they do? Where are they based?
- Write down:
  - Business name
  - Phone number
  - Contact name (if known)
- Have pen and paper (or phone) ready for notes.
- Be polite, clear, and speak in a quiet place.

**Example Script:** “Hello, my name is [Your Name] and I am a Year 10 student at Ormiston Victory Academy. I am looking for a work experience placement from 6th to 10th July 2026 and wondered if you offer placements to students?”

**If YES:** “Great! Could I speak to the person who arranges work experience, or send details by email?”

**If NO:** “Thank you for your time—I really appreciate it. Have a great day.”

**If they want more info:** “I can enter your contact into our school system, Unifrog, which will email you full details.”

#### Top Tips

- Speak clearly and confidently
- Always be polite and thank them for their time
- Take notes during or after the call
- Follow up with an email if needed

### Guide to Entering Placements on Unifrog

1. Go to [www.unifrog.org](http://www.unifrog.org)
2. Sign in with your academy email
  - Forgot your password? Click Reset Password and follow the link sent to your email.
3. Click the purple **Placements** box
4. Press **Add Placement**
5. Select **Mrs Adcock** as school placement coordinator
6. Enter full employer details:
  - Business name, address, phone number, email
7. Use placement dates: **13–17 July 2026**
8. Submit all details by **Friday 13th February 2026**

#### Need Help?

- Visit the [Unifrog Placement Guide](#) and the [Academy Website](#)
- Or email: Miss Burke – [s.burke@ormistonvictoryacademy.co.uk](mailto:s.burke@ormistonvictoryacademy.co.uk) or Mr Arger at [r.arger@ormistonvictoryacademy.co.uk](mailto:r.arger@ormistonvictoryacademy.co.uk)

**Final Thought:** Calling an employer shows independence and professionalism — qualities they value highly. You’ve got this!