



Ormiston Victory Academy

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10th July 2026

Dear Parents and Carers,

Year 12 Work Experience 12th to 16th July 2027

All Year 12 students will take part in Work Experience Week from **Monday 12th to Friday 16th July 2027**. 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) to manage placements, including risk assessments and parental consent.

What Students Must Do

1. Secure a placement by contacting an employer.
2. Students need to log in to **Unifrog** using the 'sign in with Microsoft' button (sign in with 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 29th January 2027**.

Students without a placement will attend school during placement week.

Placement Requirements

- Dates must be **12–16 July 2027**.
- Placements must be added to Unifrog by the student as soon as a possible, for the relevant checks to take place.
- This system will automatically email to request further information from the employer and then parental permission.
- 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

Thank you for supporting your child through this exciting opportunity.

Warm regards

S Burke

Miss S Burke

Senior Head of Year Behaviour,

6th Form Attendance & Pastoral Lead

Mr R Arger

Careers Leader

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 – you will need their name and email address for Unifrog – don’t add the placement until they have said YES
- Follow up with an email if needed
- Ensure any emails you send to employers are polite and professional
- Check punctuation and grammar when communicating
- Use your school email address for work experience
- Check your emails regularly for replies or information they may send you about your placement – don’t forget to respond and thank them!

Guide to Entering Placements on Unifrog

1. Go to www.unifrog.org
2. Press the ‘sign in with Microsoft button’ and use your academy email address
3. Click the purple **Placements** box (from the home page)
4. Press **Add Placement**
5. Select **Miss Burke** as school placement coordinator
6. Enter full employer details: Business name, address, phone number, email address
7. Use placement dates: **12–16 July 2027**
8. Submit all details by **Friday 29th January 2027**

Need Help?

- Visit the [Unifrog Placement Guide](#) and the [Academy Website](#)
- Or email Miss Burke – s.burke@ormistonvictoryacademy.co.uk

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