



# TENBURY HIGH

## ORMISTON ACADEMY

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Principal: Mrs V Dean  
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Assistant Principal: Mr A Wilks



A Specialist Science and  
Mathematics College

17<sup>th</sup> April 2026

Dear Parents and Carers

### **YEAR 10 - WORK EXPERIENCE**

This week, pupils have been using form time to start logging their work experience placements on Unifrog. We are now approaching Work Experience Week and would appreciate your support to help everything runs smoothly.

#### **What we need you to do now**

Please let employers know that they will soon receive an email from Unifrog. This email will ask them to:

- Confirm the placement
- Provide key details, including public liability insurance

If employers complete this promptly, it will help speed up the process.

#### **The Unifrog process (4 simple steps)**

1. Pupils upload their placement details to Unifrog
2. Employers receive an email from Unifrog to confirm the placement
3. Parents/carers receive an email to give consent
4. School completes the final sign-off

All four steps must be completed before Work Experience Week.

#### **Deadline**

All information and approvals must be completed by Friday 24th April

#### **Support for students**

- Most pupils can complete this at home or on their phones
- School computers are available every lunchtime
- If help is needed, pupils can speak to:
  - Mr Wilks – Careers Lead
  - Miss Marsden – Careers Advisor
  - Mrs Hinton – Careers Administrator (office next to Mrs Dean)
  - Form Tutor
  - Personal Development teachers

Guidance is also available in the attached PowerPoint and step-by-step video. The process has been explained to students in school.



**Important information**

Work experience is a valuable opportunity, and we are aiming for **100% participation**.

Attending school as normal or staying at home during this week is **not an option**.

We strongly encourage all pupils to engage positively, try something new, and gain as much as possible from the experience.

Please contact me if you have any questions or need further support.

Yours sincerely



Mr A Wilks  
Assistant Principal