



4th December 2024

Dear parent / guardian / carer

We are pleased to inform you that all students in year 10 are going to be on work experience from Wednesday 25th June to Friday 27th June 2025. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Alongside Paddy Bradley, MBE, an ex-governor of Nova and recently retired CEO of the Swindon and Wiltshire Local Enterprise Partnership, I will be holding a Parent Information Evening to give you more details so that you can support your child with this very important part of their educational journey towards employment. This will take place on Thursday 9th January between 6 pm and 7 pm.

Please use this link to indicate if you are attending: -

<https://forms.office.com/e/gWNhHLcKSe>

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

It will give your child a chance to develop a greater appreciation of employment and an opportunity to build their self-confidence and reflect on their own skills, whilst also allowing them to make informed decisions about their future.

Students (and their families) should source their own work experience placements. Student will be given preparation sessions on how to approach employers. This aspect of the programme is important as it will be similar to how they will eventually do this in the real world of work.

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 yourselves for the placement to go ahead. This will ensure that all aspects from placement to evaluation and feedback are recorded in line with current legislation.

Some important logistics:

** Drive * Integrity * Scholarship * Contribution*



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). Again, students will be shown the placement tool so that they are aware of the information they need to obtain from an employer when they agree the placement.

The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it's essential that students add the initial information about the placement accurately.**

I will be covering all of this on 9th January when we meet.

If you want to find out more:

Unifrog have created a set of guides about placements which you can find here [Guides - Placement - Unifrog](#)

Within this set of guides, [How to... use the Placements tool : Unifrog Placement Guides](#) is the best one to start with (it includes a short animation of how the whole process works).

Next we recommend looking at this one [For students: a guide to placements/work experience : Unifrog Placement Guides](#) 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 you have any questions, contact my PA, Ursula Gawthorn, who is also the Careers Officer here at Nova. Your email should be addressed to careers@novahreodacademy.org.uk

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you following our meeting on 9th January.

Kind regards



James Harding-Mbogo
Principal