

Dear Parents/Carers,

Year 10 Work Experience

As part of our commitment to our careers provision, Montsaye Academy are running work experience for Year 10 students. This event will be beneficial, helping to shape career ideas, whilst also enabling students to recognise the relevance of the school curriculum in the workplace.

Interactions with employees, employers and work environments are proven to assist the development of employability skills and awareness of the world of work.

The work experience will take place over a period of 5 days, from **29/06/2026 - 03/07/2026** inclusive. In the event that a placement is not agreed, students will be expected to attend school as normal.

To gain a sense of independence, as well as practising the skill of finding employment, students will be required to source and contact the employers themselves to secure a placement. To prepare students for this task, they will receive helpful guidance on how to approach employers which will also be added onto the school website.

To organise and manage the administration of the work experience placements we will be using Unifrog, the school's online careers and destinations platform. This site enables employers to complete vital information and upload all necessary documentation, for example, the Employer's Liability Certificate, Risk Assessments and Health and Safety Policies.

Students will need to secure a placement with an employer **before** starting the process with Unifrog.

Once students have an agreed placement, they will need to log into their Unifrog account (<https://www.unifrog.org>) and input the employer's details, along with your details by clicking on "Go to tool" in the placements box on the home page.

During this process students will be requested to input their date of birth and any additional needs they may have, e.g. medical needs. Please be aware that these details will be forwarded to the employer so that they can ensure sufficient insurance is in place for the placement.

It is essential that students input the initial information about the placement and your details accurately. An assembly will be held for students detailing the key points they need to be aware of when inputting the details on Unifrog.

Once completed, Unifrog will then contact the employer to request the relevant documents from them, before contacting yourself for your consent to the placement. Finally, Unifrog will then send all the documentation and consents to the careers team at Montsaye Academy to review and for approval.

Principal: Mr Ben Baines



Montsaye Academy

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Please note that we are unable to authorise the placement if the employer does not hold an Employer's Liability Certificate. Under Health and Safety Law students will be classed as employees for the week and therefore it is imperative that this insurance certificate is in place.

If in order to approve the placement, documentation from all parties will need to be completed no later than 15/05/2026.

If you would like further information on Unifrog and the process, guides for parents/guardians can be found at www.unifrog.org/placement/parent-guides.

Should you require any further information or have any questions please contact me on email kknight@montsaye.org

Yours sincerely

Mrs Knight
Careers Lead

Principal: Mr Ben Baines

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