

Work Experience 2026

Your work experience dates:

Monday 29th June

To

Friday 3rd July

**All students must attend a five day
placement during this week**



ORMISTON
DENES ACADEMY

[OAT]
Ormiston Academies Trust

Case Study – A result of good work experience

In year 10 Sophie thought she would like to work with animals.

These jobs are in short supply, but Sophie was dedicated and found her own placement at The Yoga Park, near Bungay.

Her work experience confirmed to her that she would like to work with animals, and continued to volunteer at the Yoga Park to gain more experience.

Sophie has since been offered employment there, and is now also studying at East Coast College on a Level 3 Diploma in Animal Management.

Work experience can lead you to great things!

How to go about finding somewhere

1. Decide what you would like to do.....research where you could go.
2. Think about the environment you would like to work in – retail, office, school, outside, etc.
3. Make a list of places you would like to apply to. Remember, choose places you can physically get to.
4. Call, email or better still visit places of interest and ask if they have any work experience opportunities. **If you don't succeed first time, keep trying.**
5. Once you find a placement, ensure you get your contacts name and email address as well as the time commitments needed. (You will need this for unifrog)
6. **Do NOT leave it until last minute, otherwise you may not get the placement you want (others may have got there before you).**



What sort of job?

For maximum benefit try to find a work placement based on:

- A possible career route
- An area of interest
- To support a subject/qualification
- Do not take the 'easy' option and work with family, unless it is something you really want to do
- If you already work, choose a different work experience to give you more insight

What type of job?

leisure
hotels animalcare warehouse
garage localgovernment
reception construction finance
office care beautytherapy sports
environmental catering engineering
childcare retail
hairdressing classroomassistant

Anything can be considered, as long as the employer agrees, there is adequate insurance and health & safety assessment is satisfactory



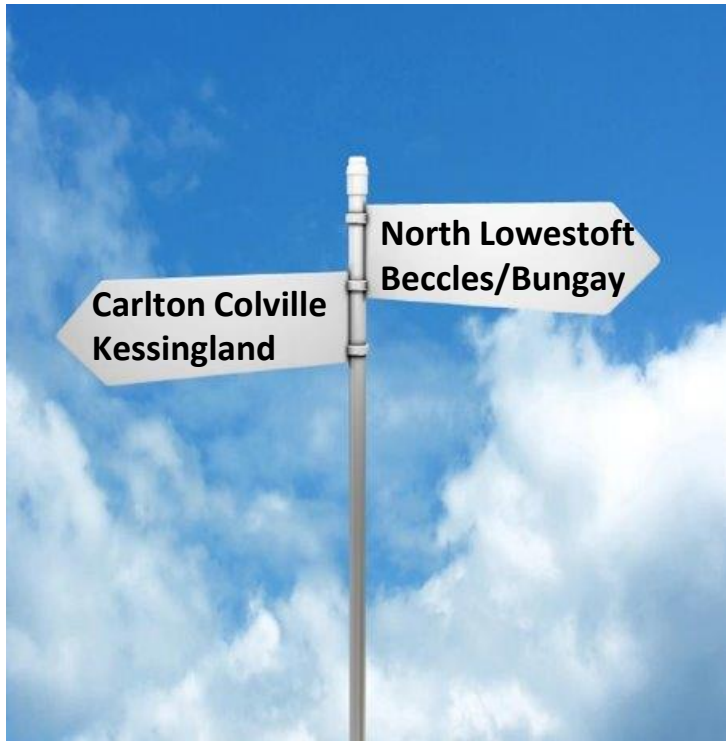
What hours?

Hours are to suit the employer and the type of placement you have. For Instance:

- Some pre schools may only open in the mornings, so it may be morning hours only.
- Some businesses (theatre, cafes, restaurants) get lots of their business in the evening, so it may be evening work.
- Some may need you to work at a weekend, and give you time off in the week.
- So each employer could ask for different hours, and your hours may be different to one of your friends.
- If you are not out on work experience, you are expected to be in school.



Where can you go?



Take work experience seriously

All work experience is valuable, no matter in what field it is. It can give evidence of:

- Positive attitude to work, being polite
- Flexibility and enthusiasm
- Initiative – ability to think for yourself in the workplace
- Reliability – turning up on time
- Communication skills – confident to talk to people, willing to ask for help and a good listener
- Team worker – gets on well with others
- Literacy, Numeracy & computer skills



Factors Affecting Work Experience

- A shortage of certain jobs.....
- You normally cannot go back into your old primary school if you still have a sibling there.
- Law prohibits you from using certain pieces of machinery or work in certain jobs.
- **You, your organisation, attendance and behaviour.**

**REMEMBER YOU HAVE THE REPUTATION
OF THE ACADEMY TO UPHOLD**

You are not alone!

- Remember that there are a few other schools who also have their work experience during the same week as you – so you need to **act quickly** to get your placement.
- Failure to do so may mean other Denes students, or students from the other schools, may get a placement before you.
- So.....Don't miss out by leaving it until the last minute



Some things to remember.....

- This is YOUR work experience placement, not your mums, brothers, grandads etc.
- Employers will prefer personal contact from YOU, and not from someone on your behalf. It shows enthusiasm and that you are responsible.
- However scary it may be, make sure that it is YOU who makes the contact.
- Employers have turned people away as it was not the student making the contact.



Some things to remember.....

- Be **Ready** – Think about the type of placement you would like, do your research, think about what you are going say when you make contact, and then make that contact
- Be **Responsible** – It if YOUR work experience, be responsible for finding that placement for yourself. Yes, family and friends are a great way of perhaps finding a placement, but make sure that it is YOU who makes the contact
- Be **Respectful** – Respect and politeness goes a long way, get over to the employer just how wonderful you are, and how you will be a credit to them, and to us.
- And be **Resilient**, if you get turned down on the first contact, keep going – you will find one!



Employer Expectations

Just like at school, employers will expect you to be:

- Prepared and Ready
- Informed
- Confident
- Interested
- Responsible
- Committed
- Willing to learn
- Punctual
- Respectful
- Show kindness

Aspiration is being **READY** to learn

- > Be fully equipped and ready for your lesson.
- > Be at the right place, at the right time, with the right attitude.
- > Wear correct uniform smartly.

Integrity is taking **RESPONSIBILITY**

- > Ask for help and support when you need it.
- > Accept responsibility for your mistakes and learn from them.
- > Challenge yourself to be the best that you can.

Respect is being **RESPECTFUL** to others

- > Respect yourself, others & your environment.
- > Communicate in a polite way to everyone and listen to others.
- > Follow instructions first time.

Ormiston Denes Academy

Behaviour Expectations

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What happens next?

Later this month you will receive your work experience pack

Discuss options with parents/carers

Think about what work experience placement you may like

Contact potential employers with a view to obtaining a placement

When you have a placement confirmed you will use Unifrog to complete the work experience process



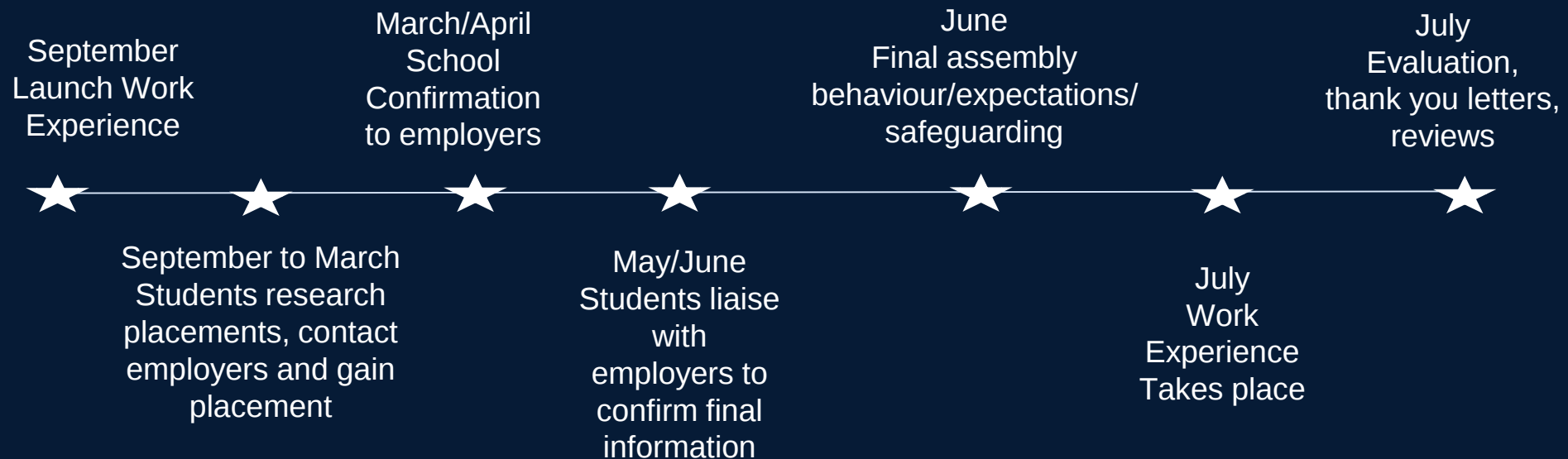
Unifrog Placement Tool – How to use

Filling Out Your Student Initial Form

Instructions for the full use of Unifrog will be sent to you by email.
You will also receive a work experience pack giving other supportive information and advice.



Then What? Timeline



Information on Work Experience

- A pack full of information will be given out later this month
- Information can also be found on the academy website
- You will be emailed further supportive information – PLEASE ENSURE YOU REGULARLY CHECK YOUR SCHOOL EMAILS!
- Unifrog placement tool uses email, so again PLEASE ENSURE YOU REGULARLY CHECK YOUR SCHOOL EMAILS!
- Any placements we get offered will also be sent out to students by their school emails.
- There will be a work experience notice board at the bottom of the stairs leading up to S7



PSHE lessons will have work experience input.

What if you can't get a placement?

Students that are unable to find their own work experience placement will remain in school for the duration of the work experience week and will have a combination of lessons and work-related learning.

However, ALL students are expected to find their own placement, as work experience is an excellent way of developing skills that future employers will require

Work Experience FAQ's

It is normal to have lots of questions regarding work experience. Part of your pack will include information on frequently asked questions which should support you. If not, speak to a member of the team. Questions may include:

What's in it for me?

How do I find a placement?

What happens if I can't find one?

What about travelling to a placement?

How will I know I will be safe?

What do I need to do before my placement?

What will the employer expect from me?

How can I present myself well?

Will I get paid?

Can I use my phone?

What happens if I am ill?



In school Support

If you have any queries, or need support, these staff members will be able to help you:

- Mrs Richings (1st point of contact)
- Mrs Gibbons, Careers Advisor
- Miss Grimmer, Head of Year 10
- Mrs Schroder, Pastoral Manager for Year 10
- Mr Cooper, Careers Lead
- Your form teacher

Questions?

We want your Work Experience to be safe,
meaningful and enjoyable.

If you have any questions, worries, questions, or
need advice on placements, see Mrs Richings in
her office off the entrance hall



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Getting the most out of work experience



[downl here](#)

to play clip



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