



15th September 2025

Dear Parent/Carer

Work Experience Programme – Monday 27th April – Friday 1st May 2026

As part of our ongoing commitment to careers advice and guidance, students in Year 10 will be taking part in a work experience programme on the above dates. Work experience is a valuable opportunity to help our students prepare for the world of work. It also gives them a sample of a potential career and most importantly, allows them to gain the independent skills of searching for a job, communicating with employers, and fulfilling a role within an organisation. The expectation is for students to find their own placement. This is good practice for entering the world of work, by showing initiative and making a good first impression with employers. Our school values your support in encouraging your child to secure a placement as soon as possible.

The company, Tailored Education Ltd, will complete most relevant checks around health and safety and some other areas, but not all safeguarding aspects, so we would ask that parents/carers adhere to the guidance below when communicating with possible placements.

When discussing a possible placement with a business/employer, please inform them that acceptance of a place will be provisional of certain safeguarding requirements being in place and verified to the school, mainly around suitability of employees in supervising children and safeguarding processes employed at their place of work. When the placement has been provisionally agreed by you and the employer, please inform the school as soon as possible with employer contact details and the school will then write to employers with further information.

In summary, school will be asking employers for the following information:

- Safeguarding policies and practices in place
- Safeguarding training undertaken by relevant employees who will be supervising the pupil
- Checks (if relevant) completed on individuals who will be supervising the pupil. Please be aware that any placement which involves a pupil under the main supervision of one adult without another adult present will be rejected by Tailored Education and school. This rejection would still apply even if the student was working on a 1:1 basis with a parent/carers or close family member. However, in these circumstances, if the parent/carers still wanted the placement to stand, they would need to sign a Disclaimer to confirm that the full responsibility for their child's welfare lies with them and not Unsworth Academy.

Please scan the QR code or click the link below to enter the information onto the Microsoft form. Once we have this information and have passed it onto Tailored Education, Tailored Education will then communicate with employers requesting further information, such as appropriate safeguarding policies and practices in place.

Safeguarding and supervising children under 16 in the workplace will be discussed between the employer and Tailored Education when undertaking all health and safety checks.

Mr A Fair Academy Principal

Unsworth Academy, Parr Lane, Bury, BL9 8LP

Tel: 0161 796 9820 **Email:** information@unsworth.set.org

Online: www.unsworthacademy.org.uk

Student health and safety is paramount; therefore, it is important to note that employers must hold Employability Liability Insurance and pass all relevant checks, if they are going to provide a placement. If an employer does not meet these standards, the placement will be rejected and an alternative will need to be sought.

All placement details MUST be entered into the Microsoft form, accessed via the QR code or the link below. Emails to school will not be accepted. This must be completed by Friday 28th November 2025.

<https://forms.office.com/e/XDZcA7tFqp>



Questions to ask the Employer:

- Full address of placement.
- Name, email address and telephone number of contact person there.
- Are there any special instructions that you need to be aware of – for example appropriate clothing.

Self-placing techniques

Visit the employer if possible. If not, telephone or email them to make an enquiry.

Ask friends, parents, family members if they can support or know anyone who is able to offer a placement.

Research using Google for local companies.

Look at job websites such as Indeed or Greater Jobs - these can be a useful way of finding local organisations.

Follow up enquiries. If you have not had a response to a phone call or an email within a week, make contact again.

Due to the lengthy process of having placements health and safety checked the deadline for online form submission is **Friday 28th November 2025.**

Yours sincerely,



Mrs H Isles
Assistant Principal
Unsworth Academy

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UNSWORTH ACADEMY



EXAMPLE WORK EXPERIENCE EMAILTEMPLATE

Dear Sir/Madam [**or name of person**],

I am a Year 10 student at Unsworth Academy in Bury, where I am studying:
[list your subjects]

I am enquiring about a potential work experience placement with yourselves from 27th April to 1st May 2026.

I'm keen on gaining some practical work experience because **(put here why you want to work for that particular company)**

I am **[list some of your personal skills and qualities eg. friendly, enthusiastic, reliable, hard-working, enjoy meeting people etc.]**

My personal interests are **[write any down that may help with your application]**

I would be very grateful to be considered for an opportunity at **[company name]**.

I look forward to hearing from you soon.

Yours **[sincerely if writing to a named person or Yours faithfully if you started with Sir or Madam]**

[Your name]

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EXAMPLE WORK EXPERIENCE TELEPHONE TEMPLATE

Hello, my name is **[X]** and I am a Year 10 student at Unsworth Academy in Bury.

I'm ringing up regarding a possible work experience placement on 27th April to 1st May 2026. Would it be possible to speak to the person responsible for this?

- If you are told they are out / busy, ask politely for their name and contact number so that you can ring back another time, and write these details down.
- You probably will not get an answer straightaway so be ready to give your contact details.
- Ask how you should go about arranging the placement. Explain that there is some paperwork that you need to complete and will need some further information.

Thank the person for their time, even if they cannot offer you a placement.

- If you do not get a reply within five working days, phone up the company and ask again.

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