

24 September 2025

Dear Employer,

Toynbee Work Experience 29th June- 3rd July 2026 programme

At Toynbee school we encourage all our Year 10 pupils each year to find an Employer who can provide a work experience placement. We would be delighted if you could provide this opportunity as this gives them a very valuable insight into the world of work and in previous years our pupils have found this to be a very rewarding experience that builds their confidence, teamwork, and communication skills. Please find details below regarding the work experience week which takes place from the **29th of June – 3rd July 2026**.

To log all work experience placement, we use an online platform called Unifrog. Once an employer has agreed to host a pupil for their work experience, the pupil will enter the details of the Employer name, a main contact name, an employer email address and the working hours that have been agreed. We recommend pupils follow the same hours as school but recognise in some case the hours are longer to fit with the Employer's organisation. Once all this information has been entered onto the database an email will be sent to the Employer from "noreplies@unifrog" so please look out for this email and this will prompt the information the Employer is required to complete.

All Employers who can offer a work experience placement must have Employer liability insurance in place. We also need to make you aware that the Independent Safeguarding Authority (ISA) exists to help prevent unsuitable people from working with children. Work experience arrangements are not currently subject to registration with the ISA and therefore do not require employees to have a DBS checks*, however we need to make you aware as Employers that it is an offence for any Employer to knowingly allow someone barred from working with vulnerable groups to manage a work experience placement. (*DBS checks are required for lone working with pupils if you are not a direct relative). We also ask that you provide pupils with meaningful work whilst they are on placement with you and to ensure that our pupil is given an effective Health and Safety induction before starting work and will receive appropriate instruction and supervision during the period of work experience.

All pupils will be required to keep a journal of their week, making a note of the key skills they have used and the tasks they have undertaken. Pupils will have a booklet with them for when they start their work experience. During the week of work experience Employers are contacted either by phone or a pre-arranged visit will be arranged for us to contact you to check that the pupil placement is going well.

If there are any issues during the work experience placement week, we ask that you contact the school on either the school phone number or email me directly.

Once again, we would be very grateful of your support with our Work Experience programme. If you have any further queries, please contact me to discuss.

Telephone Contact – 02380 269026

E-mail contact - J.shaw@toynbee.hants.sch.uk

Kind regards,

Mrs J Shaw

Careers Leader