

24 January 2025

Dear Parent/Carer,

Year 10 Work Experience Parent Launch

Thank you to those of you who were able to attend the Year 10 Work Experience Virtual Parent Launch on Tuesday 21 January 2025 at 6.00pm to find out about this year's, Work Experience Programme and ask any questions that you may have.

For those who were unable to attend, or who would like to revisit what was discussed, please [click here](#) to view the slides. The key points discussed are listed below:

- Work Experience Week is Monday 30 June - Friday 4 July 2025 (ACE Week)
- Students are responsible for sourcing their own placements, but I am on hand for those that need support
- Their placement *MUST BE* in-person and based in the UK
- All 3 sections of the Unifrog form must be completed in order for the placement to go ahead
- Students attending placement with parents at their place of work will still need to upload a copy of the Employers Liability Insurance (please see those exempt in the information further down this letter)

Health and Safety

The Health and Safety Executive advises that placement providers have main responsibility for the health and safety of work experience students, and must treat them under health and safety law as if they are an employee. This includes avoiding, minimising and/or having robust risk assessments in place to manage any significant risks in the workplace, including with reference to the work experience student's age.

As an education provider, the Health and Safety Executive asks that we take reasonable steps to satisfy ourselves that placement providers are doing the above. For these reasons, we must provide permission for all Year 10 work experience placements to go ahead via students, employers, and parents submitting a Unifrog placements form [by Friday 4 April 2025](#).

Employers need employers' liability insurance to host a work experience student unless they are exempt from the Employers' Liability (Compulsory Insurance) Act. These sorts of employers are exempt from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
- Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;

- Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
- Family businesses, i.e. if all of your employees are closely related to you (*as husband, wife, civil partner, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister*). However, this exemption does not apply to family businesses which are incorporated as limited companies.

The employer is provided this guidance on the Unifrog placements form and can declare on the form if they are exempt from needing Employer's Liability Insurance.

Students attending work experience with parents at their place of work (non family run businesses)

People think that if a family member is hosting a placement, there is no need for the employer to have Employers Liability Insurance. It's true that in the UK, family businesses where all the employees are closely related don't need ELI - however, firstly this exemption does not apply to family businesses which are incorporated as limited companies, and secondly almost any other sort of company does need to have ELI, even if the host is a family member of the student. Sometimes people think that if a family member is hosting a placement, there's no need for the employer to have Employers' Liability Insurance as they have parental responsibility but this is no longer the case.

Health & Safety policy, Risk Assessment, Safeguarding - For these things, when a family member hosts a placement, there are no differences from any other type of placement, including when the placement is at a family business.

Unifrog Placement Form Processing Charge

Our processing of Unifrog placement forms incurs an administrative charge of £5.00 per Unifrog placement form submitted for review, which we have requested from you via ParentPay. Students in receipt of the Pupil Premium Grant (PPG) will have the costs of processing their Unifrog placements form waived.

Sourcing a Placement

Students are expected to independently source, with support from the School, their Year 10 work experience placement. We believe this not only helps ensure each student undertakes a placement that is more useful to them, but also helps them with developing important employability skills for the future. For this reason, and with the [submission deadline of Friday 4 April 2025](#) for steps 1-3 ([student, employer, and parent](#)) of the Unifrog placements form to be submitted in mind, we actively encourage your child to start investigating the kind of work experience placement they would like to undertake. Placements can be highly sought after in the local community and, as such, opportunities may be secured months in advance. Please note that, at the time of writing, The Weald can only provide permission for in-person placements.

The Year 10 Work Experience page of The Weald's Careers Site ([click here](#)) includes advice and resources for finding a placement, including our Community Work Experience Database, template and example work experience request letters and emails, and the guide for students, employers, and parents/carers on how to complete and submit a Unifrog placement form.

I am really looking forward to seeing the range of employers our Year 10 students are applying to undertake their work experience week placement with and, in time, hearing about all of the exciting activities they undertook and important experiences they gained. My deepest thanks for your support in making this happen.

If you have any questions about our Year 10 Work Experience Programme, please email me via kobrien@theweald.org.uk.

Yours faithfully,

A handwritten signature in grey ink that reads "K O'Brien". The signature is written in a cursive style with a large 'K' and a stylized 'O'.

Miss K O'Brien
Careers Manager