

26 March 2026

Dear parents and carers

I am writing to let you know that on **7 and 8 July** (or **30 June and 1 July for those students on DofE**) all students in Year 10 will be experiencing the workplace and are not required in school. The purpose of this is to give students the chance to see what is expected in the workplace; to think of the skills and qualities that are necessary for the world of work and how these can be instilled to develop the right attitude for work.

Work experience can be arranged to be with a parent, carer, relative or friend or at another workplace that your young finds interesting. **Please note that parents/carers and students are expected to source all work experience placements themselves as Carrington School does not currently hold a 'bank' of opportunities.**

In the event that no work experience placement can be found, your young person will be guided to access virtual work experience opportunities through the website [Springpod](#). If **Student(s) First Name** does virtual work experience, this will take place at home on the same dates as in-person work experience, and they will be expected to download certificates to give evidence of completion. It is worth mentioning that whilst these virtual opportunities are very good, an in-person opportunity is preferred as it gives a much better oversight of working life.

For in-person work experience to take place it is really important that we have the necessary approvals, consents, checks and insurances in place. To help to manage the collection of this information, this year we are using a '[placement tool](#)' on a careers platform Unifrog (www.unifrog.org). After Easter your young person will be given access to this platform and given instructions on how to complete the 'Student Initial Form' to start the administration process.

To summarise, the steps to arrange in person work experience are:

- Find and agree the placement with the employer first. If the employer would like to have more information about how the Unifrog placement tool works, this can be found here [Explainer: What employers need to know about the placements forms](#). If your young person is not coming to work with you, a relative or a friend, this guide [How to help your child find a work placement](#) provides helpful tips to find a work placement
- Make a note of the name and email address of the person at the workplace taking responsibility for the work placement (employer)
- After Easter your young person will be given access to Unifrog and they will need to complete the **Student Initial Form** with the employer contact details



- An email will then be sent to the employer to request all the necessary details (**Employer Form**)
- You will then be sent an email to provide your consent for the work experience to go ahead
- As '**placement co-ordinator**' I will give overall approval for the work experience

If you have any further questions about this work experience, please get in touch (jpearce@carringtonschool.org). I will be able to answer these when I return to school after the Easter holidays. For more information about the Unifrog tool in the meantime, please read this guide [Explainer: All the Placements tool questions](#).

Best wishes

Mrs J Pearce

Careers Lead

