

3 June 2026

Dear parents and carers

Following my email of 15 May, I am writing to remind you that work experience placements happening on the 7 and 8 July (30 June and 1 July for students on the DofE expedition) should be secured and the **Student Initial Form** completed on Unifrog (see links on general reminders below) by **Friday 12 June**. This will ensure that there is adequate time for the required permissions to be granted and documents completed by employers.

Please note that in the situations listed below the Student Initial Form should be completed but the Employer Liability Insurance **does not need** to be uploaded to the Unifrog site:

- **Family business:** A business where all employees are closely related, such as a husband, wife, civil partner, parent, grandparent, or relatives by step or half relationships
- **Owner-only business:** A sole trader or a company that only employs its owner. In the case of a company, the employee must also own at least 50% of the company's shares. (A sole trader is someone who owns and runs the business on their own.)

General reminders

- All work experience placements need to be sourced by Parents/Carers - I do not hold a 'bank' of opportunities for students
- Students can access [Unifrog](#) through the '[Links](#)' section on the school website and can login through Microsoft as they do with their school email. The Student Initial Form is in the grey 'Placements' section at the bottom of the Unifrog home page
- Students that are not able to find a work experience placement will be carrying out Virtual Work Experience at home through the [SpringPod](#) portal. It is worth mentioning that whilst this virtual offering is good, it is best if your young person can find an in-person placement as they will really benefit from the experience that this will provide.

Thanks to all of you that have already got a placement sorted, have completed the forms or have notified me that their young person will be completing virtual work experience.

If you have any questions please let me know (jpearce@carringtonschool.org).

Best wishes
Mrs J Pearce
Careers Lead

