

6 May 2026

Dear parents and carers

Following on from my [email of 26 March](#), I am getting in touch to remind you that the work experience placement for **your young person** (to come to work with you, a relative, friend of the family or with an employer from an area of work that your young person is interested in) needs to be recorded on the platform **Unifrog**.

Your young person has now been given access to the Unifrog platform in their PD lesson. The steps that they need to complete are as follows:

- Use internet to access Unifrog and log in with Microsoft (as instructed in PD)
- Find the grey **Placement Tool** tab at the bottom of the Unifrog home page
- Click + to add placement
- Add the following information when a placement is secured:
  - Name and address of business **Student(s) First Name** is carrying out work experience at, including contact details of the employer
  - Start and end date of placement
  - Parent/carers name and contact email
  - Objectives for the placement (as this will go to the employer, I recommend that the standard statement is used below):

***"During this work experience I would like to find out more about the work that your company is involved in, the different types of jobs available and the skills required."***

Following completion of the Student Initial Form, an email will be sent to the employer requesting details of the placement including a copy of their Public Liability Insurance. Once provided, you will receive an email asking for your consent and I will then give overall approval for the placement. **All these steps need to be completed for the work experience placement to go ahead.**

Thanks to those of you who have already completed the form(s). Please get in touch if you have any questions ([jpearce@carringtonschool.org](mailto:jpearce@carringtonschool.org)).

Best wishes  
**Mrs J Pearce**  
Careers Lead

