PRINCIPAL: LUCIE LAKIN
CARR MANOR ROAD, LEEDS, LS17 5DJ / (0113) 3368400 / www.carrmanor.org.uk / info@carrmanor.org.uk

16th November 2026

Dear Parent/Carer,

Work Experience and Placements Using Unifrog

Our **Work Experience week for our Year 10 pupils will be from Monday 26th April to Friday 30th April.** During this period there will be no planned lessons and pupils will be expected to attend their selected work placement.

Work experience gives pupils the chance to learn about what type of job they might enjoy in the future, to develop their skills as well as adding to their CV. We know it can be one of the most transformational experiences that young people have during their time at school.

Pupils and their parents/carers should source their own work experience placements. The careers team can offer advice and support for any pupils who are struggling to find a placement but we encourage pupils to approach placements themselves as this demonstrates their independence and resilience.

This year, we are using the Unifrog (www.unifrog.org) application to manage the administration of the work experience programme. This supports us in collecting information from the placement host about their Risk Assessment and Health and Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Key Information:

- Pupils need to agree their placement with the host employer first, and then they can add it to their Unifrog account – in the Placements tool on their homepage.

- The Unifrog system will then email the placement host, the parent/carer and the school, to collect the necessary information and permissions. For the process to work, it is essential that pupils add the initial information about the placement accurately.

Extra help and guidance:

- Unifrog have created a set of guides about placements, which you can find at https://www.unifrog.org/placement/guides

- To find our more about how we'll be using Unifrog to set up placements, take a look at the guides https://www.unifrog.org/help/unifrogs-placements-tool-faqs-uk-schools-and-colleges and https://www.unifrog.org/know-how/what-a-parent-needs-to-know-about-unifrogs-placements-tool-for-organising-work-experience

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- For advice on how to help your child find a placement, take a look at the guide https://www.unifrog.org/placement/guides/how-to-help-your-child-find-a-work-placement

Next Steps:

- Please **read the placement guides on Unifrog**, then start contacting possible hosts for the placement.
- Once your host has confirmed the placement, **your child should log it on their Unifrog account.**

We wish you luck with supporting your child to find a placement.

Yours sincerely,



Mr M. Skinner

Assistant Principal – Personal Development and Well Being