

Friday, 30th January, 2026

Dear families,

Re: Introducing Unifrog – Careers Guidance and Year 10 Work Experience

To continue providing pupils with outstanding careers guidance and tailored support when choosing their next step after college, we will use a range of resources, including **Unifrog**, an award-winning online careers platform. All pupils in **Years 7-11** been given access to this excellent website.

The Unifrog platform is designed to support learners in making the most informed decisions about their futures and offers a range of tools suitable for all year groups. Each pupil has their own personal account that provides a wide range of information related to their interests and aspirations.

Use of Unifrog for Year 10 Work Experience

[Unifrog](#) will also be used to oversee the **Year 10** work experience program, scheduled for **June 22 to July 26, 2026**. Participation is mandatory for all pupils. We're using Unifrog (www.unifrog.org) to handle the administrative aspects of the program, including gathering information from employers about their Risk Assessment and Health & Safety policies, and securing your consent for the placements to proceed.

Pupils should source their own work experience placements wherever possible. While the school will make every effort to support pupils who are unable to secure a placement independently, our resources are limited, and we may only be able to assist a small number of pupils.

Key information:

Pupils need to agree on their placement with the employer **first**, and then they can add it to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).

The Unifrog system will then email the employer, the parent/caregiver, and the school to collect the necessary information and permissions. For the process to work, **it's essential that students 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 [here](#).

To find out more about how we'll be using Unifrog to set up placements, take a look at the guide '[Unifrog's Placements tool FAQs](#)', where you'll find a short animation that explains the process.

For advice on how to help your child find a placement, take a look at the guide '[How to help your child find a work placement](#)'.

Next steps:

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

If you have any questions or require further information, please contact alandowska@leytonstoneschool.org.

Yours faithfully,

Ms A Landowska