

Dear Parents and Carers,

All Year 12 students will be undertaking work experience for 5 days Monday 22nd February to Friday 26th February 2027.

To ensure these placements run smoothly and safely, we are using (www.unifrog.org) to manage the administration. This platform allows us to collect necessary Risk Assessment and Health & Safety information from employers, as well as secure parental agreement.

To allow us enough time to process the safety checks, pupils must log their placements on Unifrog by **Friday, 29th January 2027**

Next Steps

Confirm the placement: Students need to find a placement, you may need to support them with this

Log in to Unifrog: Students should log in and enter the employer's details into the system. *(Please see the attached guide for step-by-step instructions, this is also on the school website).*

What Happens Next? Once the student has logged the placement, the Unifrog system will automatically send emails to:

- **The Employer:** To confirm insurance and safety details.
- **You (The Parent/Guardian):** To ask for your permission.
- **The School:** To grant final approval.

If you or your child need assistance, please do not hesitate to email amy.heald@coopacademies.co.uk.

Students are welcome to drop into the Careers Office during the school day for help.

Thank you for your support in this valuable experience.

Sincerely,

Mrs Heald
CEIAG Coordinator.