



5th December 2025

Dear parent / guardian

Thank you to everyone who attended yesterday's Work Experience Information Evening. I hope you found the meeting useful, along with hearing from Paddy Bradley MBE about the benefits this has for students, and how much value employers place on this activity in terms of recruiting their future workforce.

As discussed, we will be using Unifrog (www.unifrog.org) to manage the administration of the work experience programme. Again, I would remind you that students need to agree the placement with the employer first before starting the ball rolling by adding their placement to their Unifrog account.

As a parent you already have access to a parent Unifrog account. Your child has their own account and should have already accessed this in school.

Finding out more:

Unifrog have created a set of guides about placements which you can find here [Guides - Placement - Unifrog](#)

The following is a link to the short video explain what parents/guardians need to know about the placement forms [Explainer what parents/guardians need to know about the placements forms](#)

Next we recommend look at [For students: a guide to finding and completing work placements : Know-how library](#)

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement.
- If you have any questions, contact Careers@novahreodacademy.org.uk and Mrs Gawthorn will assist you.

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides to help you.

Kind regards,

James Harding-Mbogo
Principal