

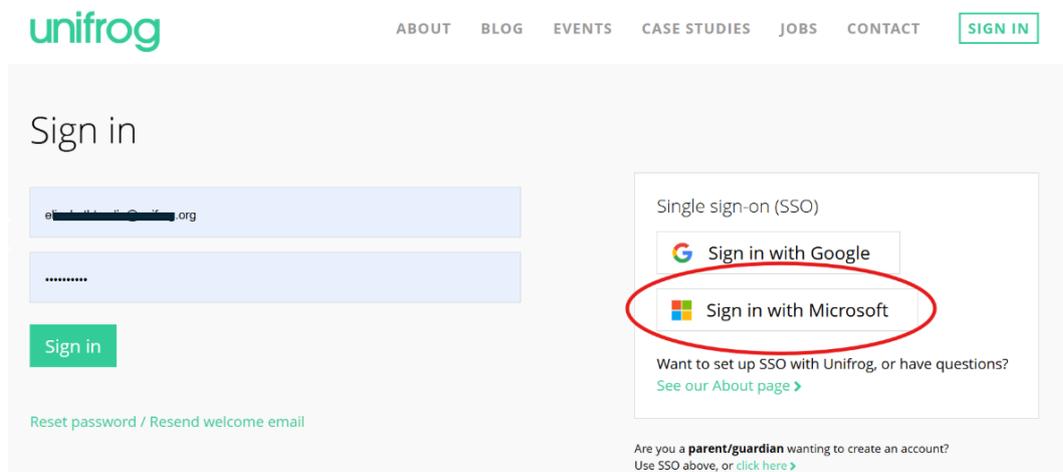
3 February 2026

Dear Parent/Carer,

Thank you for your support as we begin the preparations for our upcoming Work Experience Programme from **29/06/2026 – 03/07/2026**. As part of this process, students are required to record their placement details and complete the necessary forms using Unifrog, our careers and destinations platform.

To ensure everything is completed on time, please encourage your child to log in and update their placement information as soon as possible.

Student should go to **www.unifrog.org/sign-in** and select **'Sign-in with Microsoft'**



Once logged in, select **“Placements”** from the main menu.

Click **“Create a new placement”** and complete all required sections. Please remember, that this should only be completed once a placement has been agreed by the employer.

In order to approve the placement, documentation from all parties will need to be completed no later than **15/05/2026**.

If you would like further information on Unifrog and the process, guides for parents/guardians can be found at www.unifrog.org/placement/parent-guides.

A ‘How to guide’ on work experience can also be found on the school website under the careers section.

Should you require any further information or have any questions please contact me on email kknight@montsaye.org

Yours sincerely

Mrs Knight
Careers Lead

Principal: Mr Ben Baines