



13th March 2026

Dear Parents / Carers,

### **Year 9 Take Your Child to Work Day – Friday 3<sup>rd</sup> July 2026**

'Take Your Child to Work Day' (TYCTWD) is an important day that provides your child with the opportunity to spend an entire day learning about the company and industry that a family member or family contact works in. We understand that some job roles may not be suitable for a child to attend and that some are worked from home. Shadowing remote working will be permitted provided this forms a structured day.

Although Pix Brook Academy fully supports this TYCTWD, we are not able to inspect every venue the students will be visiting. Therefore, there is a requirement for the Parent / Carer to accept responsibility when completing the online paperwork. We are using our Unifrog platform to compile all the information needed for this day.

#### **What is Unifrog?**

Unifrog is designed to support learners in making informed decisions about their futures, with a range of tools that are suitable for all year groups. Each student has their own account that provides a range of information related to their interests and aspirations.

For TYCTWD it is being used as a 'one stop shop' for collating all essential work experience information.

#### **What you need to do**

- Secure a placement – contact employers and confirm they are willing to host you for the day.
- Collect the information needed to add to Unifrog, this includes:
  - Employers / Company's name
  - Employers Address
  - Employers Contact Email Address
  - Name of responsible adult on day
- Record the details – once you have a placement agreed log into Unifrog and enter the employer information and other information required.
- Once we have the companies contact details they will be contacted to complete:
  - Company's Public Liability Insurance Number
  - Confirmation that a Health and Safety briefing for the student at the start of the visit will take place and be the responsibility of the family member or family contact
  - Confirmation that the employer is aware that the student is a visitor for the day and covered by the Employer's Insurance and Risk assessment
- Parent/Carer consent - A consent form will then be sent to parents for their approval automatically. Please make sure we have your up-to-date email address on Bromcom

- Select carefully – choose a placement that will give you opportunities to learn, grow, and match your interests or goals.

### **How to use Unifrog?**

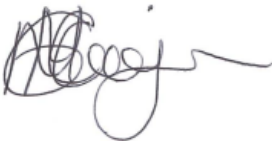
Further details regarding how to use Unifrog, including step by step guides and videos are available on our website - <https://www.pixbrookacademy.co.uk/page/?title=Careers+%26amp%3B+Work+Experience&pid=153>

The deadline for securing a TYCTWD placement and inputting information into Unifrog is **Friday 1st May**. As there are a large number of students taking part in this event, we would be very grateful if all the relevant information could be filled in as soon as possible.

If you do not fill in the paperwork and your child does not attend school on Friday 3rd July 2026 then this will be marked as an unauthorised absence. Any child not undertaking work TYCTWD will be expected in school and have a collapsed timetable during the week.

If you have any questions, please do not hesitate to contact me by telephone or by email at [nmcguigan@bestacademies.org.uk](mailto:nmcguigan@bestacademies.org.uk)

Yours faithfully



**Nicola McGuigan**  
**Head of Business and Careers**