

Thursday 4 December 2025

Dear Parent/Carer

**Re: Year 10 – Two-Day Work Experience Placement - Wednesday 4 and Thursday 5 March 2026**

The Careers Team is delighted to announce that the **Wednesday 4 and Thursday 5 March 2026** have been confirmed for our year 10 cohort to participate in **work experience**.

This year, we are pleased to extend the experience from one day to two, allowing students to gain a deeper insight into the workplace. This change also supports upcoming government reforms to work experience programmes next year.

During these two days, students will take part in workplace shadowing with either a parent, carer, relative, close family friend, or another approved employer of their choice (subject to suitability). This valuable experience will give students a clearer understanding of the world of work, emphasise the importance of gaining qualifications that support their future career aspirations, and help them build confidence while developing key skills, such as communication, teamwork, and problem-solving, that will benefit them throughout their education and future employment.

While on placement, students will be expected to complete a **worksheet and evaluation form**, and employers will be asked to complete a brief **online evaluation** after the placement.

We have shared information with students this week during assembly and will continue to follow up next week during tutor time. A helpful booklet called '**Getting started**' has been added to **Google Classroom** for students to work through, see copy attached, to help you support your child during this process.

When arranging placements, parents and carers should carefully consider **health and safety** and the **suitability of the environment**. Please note that **working from home** or in **high-risk environments** (eg, those involving chemicals or other hazardous activities) will **not be permitted**.

Once a placement has been agreed with an employer, students must enter the placement details onto the **Unifrog Placement Tool**. A step-by-step guide has been attached to assist with this process.

The **deadline for all submissions is Monday 2 February 2026**. Unfortunately, **late submissions cannot be processed** due to time constraints.

Once entered, the information will undergo an administrative review to verify the placement's suitability. Students will receive **email updates** at each stage of the process. Please note that **only approved placements** will be eligible to take part in the work experience days. You will be notified by email on the Unifrog platform if your placement has been approved by the school.

We understand that some families may face challenges in securing placements. In such cases, students will be expected to attend school as normal on the Wednesday 4 and Thursday 5 March, where the Careers Team will arrange **alternative, off-timetable career-related activities** which will include participating in the Young Enterprise Launchpad programme <https://www.young-enterprise.org.uk/what-we-do/programmes/launchpad> as well as some other career-related activities here in school.

If you have any questions or require further clarification, please don't hesitate to contact the **Careers Office**. Thank you for your continued support, we look forward to receiving your Unifrog work experience applications.

Yours sincerely

*Hayley Jones and Nadia Gribbins*

The Careers Team

[hjones@queenelizabeths.com](mailto:hjones@queenelizabeths.com)

[Ngribbins@queenelizabeths.com](mailto:Ngribbins@queenelizabeths.com)