

Monday 19 January 2026

Dear Parents/Carers

Re: Summer Work Experience - 22nd June - 26th June 2026

As part of our Post-16 provision, all Year 12 students are required to complete **one week of voluntary work experience** from **Monday 22 June to Friday 26 June 2026**. This opportunity is invaluable in helping students gain key employability skills, explore potential career paths, and develop experience that future employers highly value. Taking part in work experience also supports students in making more confident decisions about their next steps after Year 13.

During assembly last week, we shared important information about the work-experience process. Students were shown a series of slides outlining the timeline of expectations and were introduced to a helpful booklet titled '**Getting Started**'. This booklet has been uploaded to Google Classroom for students to work through, and we have included a copy for your reference to support you in guiding your child.

The '**Getting Started**' booklet includes guidance on:

- Creating a CV on Unifrog
- Making enquiries for work experience (including face-to-face approaches, cold calling, and effective email communication)
- Instructions on how to upload work experience details for verification on Unifrog.

We encourage students to use a range of methods when seeking a placement.

Once a placement has been agreed *in principle* with an employer, students must enter the employer's details onto Unifrog using the **Placement Tool**. Instructions for this process are also included in the booklet.

The **deadline for submitting employer details is Monday 13 April 2026**. Unfortunately, late submissions cannot be accepted due to the time required to complete the necessary checks.



After submission, the placement information will undergo an administrative review to confirm its suitability. Students will receive email updates throughout the process, and **employers, students, and parents will be notified by email once the placement has been fully approved.**

Please note that **students may only complete work experience at placements that have been formally approved using the Unifrog placement tool..**

We recognise that job searching can be challenging and time-consuming. Networking with family and friends is always recommended, and students should be prepared to remain resilient, as not every opportunity will be successful on the first attempt.

For students who require further help or guidance, the **Careers Team** is available in **Room B305**, located on the same corridor as the sixth form study room. They can also be contacted via email at **contactcareers@queenelizabeths.com**.

Please also be aware that students **may not use this work-experience week to extend any part-time paid employment they already hold**, and **working from home is not permitted.**

Thank you in advance for your support.

Kind regards

Nadia Gribbins

Work Experience Coordinator