

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Chair of Governors: Mr N Moore



November 2024

Dear Parents and Carers,

All students in year 10 are going to be on work experience from 21st to 24th July 2025. In this period there will be no classes – each day all students will be at the workplace of their host employer.

Work experience gives students the chance to learn about what type of job they might enjoy, and develop their CV. We know it can be one of the most transformational experiences young people have during their education.

Students (and their families) should source their own work experience placements. Students will receive help with this in their PSHE lessons this half term. The careers team and form tutors will do their best to help find placements for any students who has struggled to find their own, but because we have limited resources, we expect to only be able to help a few students.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

- Students need to agree the placement with the employer **first**, and then students will get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage). They will receive help in school to guide them with this.
- The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it is essential that students add the initial information about the placement accurately.**
- *Please note placements that have extended periods of working on a one to one basis in the workplace will require the supervisor to have a DBS certificate. This can cause delays and we would advise you to avoid placements where this is the case.*
- *Only employers with Employee Liability Insurance will be approved*

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.

Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact myself, morgan@qegs.email or Caroline Bramwell, Bramwell@qegs.email
- Placement/work experience details will need to be submitted by **Monday 3rd March 2025** to make sure the relevant checks can be completed prior to the period of work experience.

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.

Yours faithfully

Kate Morgan

Careers and Vocational Education Lead

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