

Monday 19th October 2026

Dear Parent / Guardian,

All students in Year 10 are going to be on **work experience from 17th to the 21st May 2027**. 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 (with support from their families) should **source their own work experience placements**. The careers guidance team including Year 10 Tutors will do their best to provide support for any students who have been unable to find their own, but this resource is limited.

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). **Students will be provided with Unifrog log in information to access their account on Monday 19th October straight after the launch assembly.**
- 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.**

Next steps:

- Please start contacting possible hosts for the placement
- **Students to add placement details to their Unifrog account by Monday 22nd February 2027 at the latest (the earlier the better)**
- If you have any questions, contact Mrs Watts or your child's Group Tutor

Thank you in advance for supporting your child to find a placement. **Please do make use of Unifrog's guides to help you and refer to the Work Experience Section on the QPHS website.**

Kind regards,
Mrs A Watts

Assistant Headteacher – Personal Development / Careers Lead