

10 January 2023

Dear Parent/Carer

Work Experience – Year 12 – Monday 15 May to Friday 19 May 2023

As part of the sixth form it is important that students start to prepare for what they will do beyond full time education, whether this is immediately after sixth form or subsequent to apprenticeships or university courses. As part of our wider remit to support students in this endeavour, we set aside one week of sixth form to gain this experience. Placements will follow on from the Year 12 mock examinations, to provide some respite from their studies and encourage students to consider where their qualifications can lead them.

All students in Year 12 will therefore be undertaking work experience from Monday 15 May to Friday 19 May 2023. During this week there will be no classes – each day all students will be at the workplace of their host employer. They will be given a work experience logbook to complete throughout the week, which will feed into subsequent references given during Year 13 for university, apprenticeship and employment references.

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

Students source their own placements (with the support of their families), advising the sixth form office of the company and contact details as soon as possible, no later than Monday 6 March 2023. Please be aware that this is voluntary work which cannot be paid as it is part of a student's timetabled activity whilst in full time education. The careers guidance officer and sixth form team will do their best to find placements for any students who have been unable to find their own but, as we have limited resources, we expect only to be able to help a few students. Please see the list below of companies who have previously hosted work experience placements for THS 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 securing agreement from yourselves for the placement to go ahead.

Some important logistics

- Students need to agree the placement with the employer **first**. They then add the placement details to their Unifrog account (they will find the Placements tool on their Unifrog homepage).
- The Unifrog system will then in order email the employer, the parent/carer 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.**

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Finding out more

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

Next steps

- Students to read the placement guides on Unifrog and then start contacting possible hosts for the placement
- If you have any questions, please contact the Sixth Form via email at f_higson@taverhamhigh.org or directly on 01603 861758

We hope all Year 12 students will take up this opportunity and we wish you all the best with supporting your child to find a placement. Please do make use of Unifrog's guides to help you. Students unable to source a placement will attend school full time from 8:30 am to 3 pm (home study will not apply). They will be set work experience related online tasks and courses, completing a log of all they undertake.

Yours faithfully



Mr J Linnell
Head of Sixth Form

Previous work experience destinations



For some ideas, here are some of the work experience providers students have attended in previous years. If you would like one-to-one advice, please see Mrs Warwick in the main school office for an appointment.

Abbey Transport	Duff Morgan & Vermont	Leisure-net Solutions	Selesti
Anglia Culinary Supplies	East Bilney Coachworks	Lovewell Blake Chartered	Sew Simple
Anglian Water	East of England Ambulance	Accountants	Sidestrand Hall
Anglian Windows	Services	Maddermarket Theatre	Skyplane Worldchoice
Anteros Art Foundation	Easton Gymnastics Club	Nansa	Smith & Pinching
Ashleigh Primary School	EPOSNow	Nielsen Brandbank	Spire Solicitors
Attleborough Surgery	ERA Accountancy	Norfolk Community Law Service	St Augustine's Catholic Primary
Aviva	Falcon Junior School	Norfolk & Norwich Hospital	School
Barclays	Finance Shop	Norfolk Museums	St Edmunds Society
Barley Chalu	Flagship Housing Group	Norwich Accountancy Services	Stower Grange Hotel
Bluebird Care	Gallery Haircutters	Norwich City Council	Taverham Junior School
Bowthorpe Surgery	GC Mole	Norwich City FC	Taverham Veterinary Surgery
Break	Ghost Hill Infant & Nursery School	Norwich Cosmetic Clinic	Two Acres Care Home
Brigstock Primary School	Giddings Motorcycles	Open Youth Trust	Uniquely Magazine
Broadland Digital	Gilson Bailey Estate Agency	Optimise Media	Virgin Money
Broadland District Council	Gressenhall Farm & Workhouse	Orchidale Nursery	YM Group Ltd
Brown & Co	Heritage Will Writers	Panks Engineers	
Castle & Costa	Heritage Window Company	PetsAtHome	
Catch 22	Hertfordshire & East Anglia	Pottergate Motors	
Central School of Dancing	Immunisations Service	Pro Box Norwich	
Chamber Nine	High Altitude Trampoline Park	Ray & Paul Interiors	
Chapel Green School	Hugh J Boswell	RDM Gregg screen printers	
Christine Goldspink Kennels	IC Travel	Read Brothers	
Coastal Partnership Practices	Julian Hospital	Recover Physiotherapy	
Cookes Band Instruments	Kier	RG Carter	
Costessey Primary School	KLM Engineering	Right Angle Events	
Countrywide Legal Indemnities	KonectBus	Roarr! Dinosaur Adventure	
Cre8 Futures Ltd	Langley Prep School	Rose Project: Magdalene Group	
Drayton Community Infant School	Lanpro Services	Royal Norwich Golf Club	
Drayton CE Junior School	Largo Plant Services	Select Cakes	