



unifrog



Taverham Sixth Form
One vision. Our passion. Your future.

Beech Avenue
Taverham
Norwich
NR8 6HP
Telephone

01603 861758 (direct line)
01603 860505 (main office)

E-mail 6thform@taverhamhigh.org
Head of Sixth Form Mr J Linnell

To: Year 12 parents/carers

11 January 2024

Dear Parent/Carer

Work Experience – Year 12 – Monday 13 May to Friday 17 May 2024

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 them 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. Assemblies have been held this week and all students have been given hard copies detailing the process.

All students in Year 12 will therefore be undertaking work experience from Monday 13 May to Friday 17 May 2024. 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 applications.

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 4 March 2024**. 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 (using the Placements tool on their Unifrog homepage). The school placement co-ordinator is Mrs Higson.
- The Unifrog system will then in order email the employer, the parent/carers 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.**

continued...



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 provided with 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	Contract Personnel Limited	Horsford Primary School	Nplaw	St Augustine's Primary
Abbot Fox	Cookes Band Instruments	House of Commons	NWES Marketing	St Edmunds Church
Andrew Parker Associates	Costessey Primary School	Immunisations Service	Open Youth Trust	Stower Grange Hotel
Anglia Culinary Supplies	Countrywide Legal	High Altitude	Optimise Media	Strawberry Patch Nursery
Anglian Water	Indemnities	Hugh J Boswell	Orchidale Nursery	Taverham Junior
Anglian Windows	Cre8 Futures Ltd	IC Travel	Ormiston Victory Academy	Taverham Library
Anteros Art Foundation	Crown Confectionery	Inflite the Jet Centre	Panks Engineering	Taverham Veterinary
ARH Groundworks	Drayton Schools	Julian Hospital	PetsAtHome	The Space
Ashleigh Primary School	Duff Morgan & Vermont	Kettle Foods	Pottergate Motors	Thurne-Middleby
Attleborough Surgery	EA Fasteners	Kier	Priscilla Bacon Charity	TML Precision Engineering
Aviva	Ear Care Centre	KLM Engineering	Pro Box Norwich	Two Acres Care Home
Barkers Hairdressing	East Bilney Coachworks	KonectBus	Queens Hill Primary School	Uniquely Magazine
Suppliers	East of England Ambulance	Langley Pre Prep School	Rackheath Primary School	Virgin Money
Barclays	Easton Gymnastics Club	Lanpro Architecture	Ray & Paul Interiors	We Are Immersive
Barley Chalu	EPOSNow	Largo Plant Services	RDM Gregg Screen Printers	WEX Photo Video
Bluebird Care	ERA Accountancy	Leisure-net Solutions	Read Brothers	YM Group Ltd
Bowthorpe Surgery	Falcon Junior School	Lovewell Blake Accountants	Recover Physiotherapy	
Break	Finance Shop	Maddermarket Theatre	RG Carter	
Brigstock Primary School	Flagship Housing Group	MJP Online Property Lawyers	Right Angle Events	
Broadland Digital	Gallery Haircutters	Nansa	Roarr! Dinosaur Adventure	
Broadland District Council	GC Mole	Nielsen Brandbank	Rose Project	
Brown & Co	Ghost Hill Infant School	Norfolk Community Law	Royal Norwich Golf Club	
Bussey & Sabberton	Giddings Motorcycles	Service	Select Cakes	
Carberrys Cafe	Gilson Bailey Estate Agency	Norfolk & Norwich Hospital	Selesti	
Castle & Costa	Gressenhall	Norfolk Museums	Sew Simple	
Catch 22	Hallswood Animal Sanctuary	North Norfolk DC	Sidestrand Hall	
Central School of Dancing	Heartsease Academy	Norwich Accountancy	Skyplane Worldchoice	
Chamber Nine	Hellesdon Library	Norwich City Council	Smash Marketing	
Chapel Green School	Heritage Will Writers	Norwich City FC	Smith & Pinching	
Christine Goldspink Kennels	Heritage Window Company	Norwich Cosmetic Clinic	Smurfitkappa Sheetfeeding	
Coastal Partnership	Horsford Medivet	Notre Dame Prep School	Spire Solicitors	