



To: Year 12 parents/carers

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Dear Parent/Carer

Work Experience – Year 12 – Tuesday 5 May to Friday 8 May 2026

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 Tuesday 5 May to Friday 8 May 2026. 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), logging the details on Unifrog as soon as possible, no later than **Friday 13 March 2026**. 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 adviser 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 use 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/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**.

continued...



Finding out more

- Unifrog have created a set of guides about placements which you can find [here](#)
- Within this set of guides [Overview: 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 [For students: a guide to finding and completing work placements](#), because it includes advice on how to find a placement
- You can also use [How to help your child find a work placement](#) which includes advice on sourcing placements suitable for your child's career intentions

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

Unifrog for Parents/Carers

Please follow the link below for the presentation as well as information on how parents and carers can also sign up to Unifrog, so you can be better informed about the choices and opportunities available. You can opt to receive a weekly email summarising what interactions and basic activity have happened on your child/ward's Unifrog account (no email is sent if there has been no activity).

[Sixth form – learning – essential skills](#)

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 8:30am to 3pm (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



Mrs L Robertson
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 (as well as local nurseries, schools, libraries, councils and health centres). If you would like one-to-one advice, please see Mrs Warwick for an appointment.

1Cupor2	Chapelfield Veterinary	HexCam Ltd	Norfolk Museums	Smith & Pinching
Abbey Transport	Christine Goldspink Kennels	Horsford Medivet	Norwich Accountancy	Smurfitkappa Sheetfeeding
Abbot Fox	Coastal Partnership	House of Commons/Lords	Norwich Art Supplies	Soul Church
Age UK	Contract Personnel Limited	Immunisations Service	Norwich City FC	Spire Norwich Hospital
Alan Boswell Finance	Cooke's Band Instruments	High Altitude	Norwich Cosmetic Clinic	Spire Solicitors
Amey LG	Coplus Insurance	HM Treasury	Nplaw	St Edmunds Church
Andrew Parker Associates	Countrywide Legal	Hugh J Boswell	Nuffield Health	Stern Energy
Anglia Culinary Supplies	Cre8 Futures Ltd	Iceni Financial Advisors	NWES Marketing	Stower Grange Hotel
Anglian Water	Crown Confectionery	IC Travel	Open Youth Trust	Taverham Veterinary
Anglian Windows	Dawsons Law	Inflite the Jet Centre	Optimise Media	The Space
Anteros Art Foundation	Dodd Group	Jim Clarke Cricket Coaching	Panks Engineering	Thurne-Middleby
ARH Groundworks	Drayton Windows	John Innes Centre	PetsAtHome	TML Precision Engineering
Aviva	Duff Morgan & Vermont	John Lewis	Pipe Down Plumbing	Two Acres Care Home
A&W Cushion	EA Fasteners	Ken's Corn Stores	Pottergate Motors	Uni-Power
Barkers Hairdressing Suppliers	Ear Care Centre	Keri Systems	Priscilla Bacon Charity	Uniquely Magazine
Barclays	East Bilney Coachworks	Kettle Foods	Pro Box Norwich	United Taxi App
Barley Chalu	East of England Ambulance	Ketts Brooks	Quickfire Digital	University of East Anglia
Berry Global (manufacturing)	Easton Gymnastics Club	Kier	Ray & Paul Interiors	Variblast
Bluebird Care	EPOSNow	KLM Engineering	RDM Gregg Screen Printers	Virgin Money
Bookbugs & Dragon Tales	ERA Accountancy	KonectBus	Read Brothers	We Are Immersive
Brancaster House Finance	Felthorpe Airfield	Lanpro Architecture	Recover Physiotherapy	WEX Photo Video
Break	Filta Environmental	Largo Plant Services	Redpack Packaging	Wilby Jones
Breedon Group Construction	Finance Shop	Larking Gowen	RG Carter	Wiser Web
Briar Chemicals	Fine & Country	Leeders Accident Repair	Right Angle Events	Woodlands Consulting
Broadland Digital	Flagship Housing Group	Leisure-net Solutions	Roarr! Dinosaur Adventure	YM Group Ltd
Brown & Co	Gallery Haircutters	Lovewell Blake Accountants	Rose Project	
Busseys Ford	GC Mole	Maddermarket Theatre	Royal Norwich Golf Club	
Carberrys Café	Giddings Motorcycles	Marsh McLennan	Select Cakes	
Cards n Things	Gilson Bailey Estate Agency	MG Accountancy	Selesti	
Castle & Costa	Gressenhall	MJP Online Property Lawyers	Sew Simple	
Catch 22	Hallswood Animal Sanctuary	Nansa	Silver Fox public house	
Central School of Dancing	Heritage Will Writers	Nielsen Brandbank	Skyplane Worldchoice	
Chamber Nine	Heritage Window Company	NM Finance	Smash Marketing	