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8<sup>th</sup> October 2020

Dear Parents/Carers

### Re: Work Experience 2021

This year, there has been some understandable concern about the possibility of work experience for our Year 10 students. We are mindful that our students and you, their parents & carers, may have concerns about them entering workplaces in the community and coming in contact with others who they would not normally meet in their day-to-day lives. Conversely, we are also aware that by cancelling work experience for 2021, we may be doing our young people in Year 10 a disservice by restricting their access to valuable experience in the workplace, experience that they can use to make themselves more attractive to a future employer and/or further education provider when they go to take their next steps in their education.

With that being said, the health and wellbeing of all in the community is our primary concern and so we would like to take this opportunity to inform you of the situation regarding work experience for 2021 and what measures will be put in place to protect our students and members of the community.

As it stands, Norfolk County Council maintain that work experience will go ahead in 2021 and we would like to make sure that our students are able to access the valuable experience it provides, whilst still ensuring that their health and wellbeing remains paramount. The last thing we want is for our students to miss out on experience that pitches them at a similar level or better than their peers whom are also applying to the same courses and apprenticeships across Norfolk. Normally, we would run work experience in the last week of April, however we would like to move the date to later in the year, at a date between the end of May and the middle of July. This is so that there is the most amount of time possible for the risk to reduce in this continually-evolving health situation. This is with the understanding that if government advice were to suggest that the safety of our students would be compromised, we would take action to ensure that work experience would not go ahead so as to protect them.

In the meantime, we aim to proceed as normal and will be encouraging our students to obtain work experience placements once we have finalised a provisional date and have this confirmed by Norfolk County Council. Soon, a work experience self-placement form will be given to your child to take to employers in the community so that they may ask if they can find a placement with them. Usually, this is the part of the process that requires the most support from you as parents & carers and we envisage this to be even more so this year, therefore any assistance you can provide in helping your child with this would be greatly appreciated and have a positive impact on their ability to find a placement. Normally, when we receive this form back from your child we would input the placement and have it confirmed by the Council who will organise and manage health and safety checks with the employer.

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Unlike in previous years, the Council and we will also be checking to see what measures the employer has put in place to protect their employees and our young people from the threat of COVID-19 whilst they are on placement; any unsatisfactory health measures will result in your child's placement being withdrawn, we hope you and your child understand that their welfare is paramount and that this is for their own safety.

We will write to you again shortly when a date for work experience 2021 is finalised, in the meantime you can contact me via email: [s.nash@tnha.org.uk](mailto:s.nash@tnha.org.uk) for further information should you require any at this stage.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Nash', with a stylized flourish at the end.

**Spencer Nash**  
**Head of Key Stage 4**