

Principal: Mark Woodhouse

Brandon Road
Swaffham
Norfolk
PE37 7DZ

T: 01760 721480 E: office@tnha.org.uk <http://tnha.org.uk/>



13 December 2021

Dear Parents/Carers

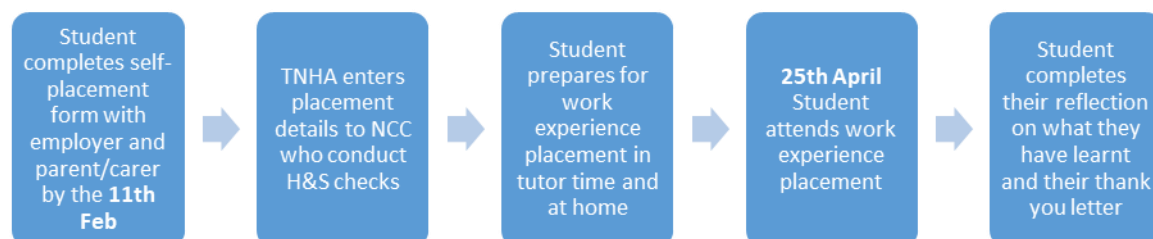
RE: Work Experience – week commencing 25 April 2022

Some time ago I wrote to inform you of the opportunity your child has to experience the world of work via our work experience programme. Although many schools in Norfolk and the surrounding counties no longer support this due to the time and cost commitment it entails, we believe it is an essential part of an inclusive education and, government restrictions permitting, will continue to offer this opportunity this year.

We are aware that due to the publicised increase in the number of COVID 19 cases in surrounding counties, there has been some trepidation about whether the opportunity will go ahead. I am writing today with the message that this is completely understandable. There will rightly be some in our local community taking extra precautions above those that the rest of us are already taking and we need to be mindful of this. Nevertheless, I also want to stress that, unless government guidance changes, we would like to continue to offer this unique opportunity to your child in the week beginning the 25 April 2022.

I have been in close contact with Norfolk County Council who facilitate the health & safety checks for work experience and they have provided details of how the criteria has changed following the pandemic. They, like so many of us, have adapted to this 'new normal' and now include inspection of adequate PPE, social-distancing and safety measures into their criteria. This is done with the encompassing aim of keeping your child and all members of the local community safe.

Finally, the deadline for your child to have their self-placement forms completed and returned to me is the 11 February 2022. I am conscious that we are now approaching the 2-month benchmark for their placement to be arranged and booked in for H&S checks by the Council and so have asked your child's tutor to assist them in tutor times from this week. If your child is struggling to find a placement, their tutor also has a list of the local businesses that have taken our students in the past for them to look in to – though as part of this programme is encouraging your child to be independent, they must ask them for this. We often find that the most successful placements are the ones that are found with parental guidance, so please encourage your child to complete and get their self-placement forms in to me (via reception, their tutor or in person) as soon as possible. Spare copies of the placement form are available with reception or with Mrs Colvin, their Student Support Leader. Please see the below flow-chart for a summary of the process, including deadlines:



Cont...

Determined to be...

'the best that we can be'

@TeamNHA

TeamNHA

TeamNHA



Cont...

-2-

I hope that this knowledge allays some of the concerns that you may have, however please do not hesitate to contact me via email: s.nash@tnha.org.uk if you require further information on how the work experience week will be managed.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Nash'.

Mr S. Nash
Head of Key Stage 4