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Brandon Road, Swaffham, PE37 7DZ



April 2024

Dear Student and Parent/Carer

Work Experience Placement

We are pleased to inform you that your work experience placement has been approved by Norfolk County Council.

Important information you will need for when you are on placement:

If you are unable to attend your placement on any day, it is very important that you let the academy **and** your placement know that you will not be attending before 8.30 am (or earlier if your start time is before this). You should have the contact details of your employer already. If you do not have these details, please ask your form tutor for them. The academy's contact details are: Mrs Cronin, Attendance Officer, on 01760 721480 ext 6169 or email at tnh-attendance@attrust.org.uk

If during your placement you have any safeguarding concerns, please contact Ms E. Atkins or Ms S. Jones on 01760 721480 and ask Main Reception to pass you through. Alternatively, please email them at either Eleanor.Atkins@attrust.org.uk or Stacey.Jones@attrust.org.uk.

If you feel your child is at risk and you have not been able to get in contact with a member of the academy's Safeguarding or Senior Leadership Team, then please consider calling Norfolk Police on 101. If there is an immediate risk to your child, please call 999.

Preparing for your placement:

Understandably, you will be excited, maybe even a bit nervous and not knowing what to expect on your first day only adds to the uncertainty. By following the advice below, you can ensure that you are prepared for what is ahead.

Make contact ahead of your placement

This is an obvious one right? True. But you would be surprised at how this might slip your mind as you are preparing other things. It is recommended that you speak with your contact at the company, to confirm that you have the correct starting date and time. Talking with your employer beforehand also gives you the opportunity to ask about dress codes, parking spaces, typical working hours and whether there is anything specific that you need to bring with you on your first day, as well as being prepared for the tasks you might carry out each day. You should also ask the name of the person that will meet you when you arrive. If anything, speaking with your employer by phone or email will help put your mind at ease and confirm that they are expecting you as planned.

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Research the company before you start

Having a good idea of what the company does before your first day will help you make sense of things when you're there. It will also help you prepare some questions that you might want to ask during your placement.

The more research you do before your work experience, the more you will be able to engage in conversation with your colleagues. Trust us, your research will not go unnoticed and if nothing else, it will help you create a good first impression with your manager and fellow employees.

In many cases, work experience placements often end up resulting in full-time/part-time jobs, so if you enjoy your time there, bear in mind that your efforts could help you secure a job with the company in the future. This will be especially useful if you are thinking of continuing your education after year 11 with an Apprenticeship.

Invest in a work wardrobe

What to wear to your work experience placement will depend on the type of work you will be doing. If you are going to be based in an office, then you may need to wear a shirt and tie or blouse, whereas if you will be working outdoors, you may need to bring warm clothes and suitable footwear.

Your employer should give you an indication of the workplace dress code before you start, but if not; make sure you ask if you need to wear any special clothing. By dressing in the same way as the rest of the workplace, you may feel more comfortable and feel a part of the team quicker too.

Gather the resources needed

Being organised with resources before you start your placement will enable you to begin working straight away. Think about the equipment that you might need on a daily basis.

Work placement booklet

Please remember that there is a work placement logbook to complete each day. We would be grateful if parents/carers would encourage their child to fill this in on their return from placement each day. Please also remember at the back of the booklet is an evaluation form to be completed by the employer on the last day of the placement. This can be detached from the booklet. Both the employer evaluation form and work placement booklet need to be returned to school on **Monday 20th May.**

Please do not hesitate to contact us if you require any further information or advice.

Yours faithfully



Mrs. K. Warnes
Director of Careers & PSHE