



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: Mrs L Robertson

To: Year 12 parents/carers

13 January 2025

Dear Parent/Carer

Work Experience – Year 12 – Tuesday 6 May to Friday 9 May 2025

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 6 May to Friday 9 May 2025. 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 **Friday 14 March 2025**. 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 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/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

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. If you would like one-to-one advice, please see Mrs Warwick in the main school office for an appointment.

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