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18th July 2019

YEAR 9 STUDENTS

Dear student

WORK EXPERIENCE PLACEMENT

When you return in September you will be in Year 10. One of the first important things you will be asked to do is to find yourself a Work Experience Placement, so that you can experience the world of work. This takes place in Year 10 so as to allow you to fully concentrate on your GCSE studies in Year 11.

I know this seems a long way off, but you need to have a Work Experience Placement sorted for the early weeks of February 2020. The dates of the actual work placement will be set after we return from the summer holidays, but it will follow the Easter holidays – usually the second week we return from the Easter break.

We have a wealth of local companies, some of whom took students into their places of work this year, who are willing to help. If you are struggling for inspiration on what placement you want to select, you can come to myself or Miss Chilvers for help and we can point you in the right direction. However, if you have a clear idea about what you want to achieve when you leave full-time education, or have strong links in the local community that you would like to utilise, you may gain a placement without our guidance.

Very soon after you return in September, you will be given a form that will need to be filled in by the employer, your parent/carer, you and me on behalf of the Academy. However, we have found that the most successful student placements are when students make contact with the employer before they hand them the form. When you approach a potential employer, which we want you to think about doing over the summer break, you need to be smartly dressed, polite, and not pushy. If the employer says “no” to your request, then accept this, but it is okay to politely ask them why they have made that decision – perhaps they could give you feedback that will change another potential employer’s mind. In any case, thank them for their time.

Before you contact the employer, make sure you do your research on them. Make sure you can make your own way to the placement (walk/bike/bus/train/parental or family lift). This always helps when they interview you. The employer may ask for a reference from the Academy before they accept you. In this case, provide them with your tutor’s email address (see the reverse) or, if not available, mine.

Above all, be resilient – do not give up, see the reverse of this letter for some helpful tips on finding a successful placement.

Yours faithfully

Mr S Nash
Head of Key Stage 4

Cont. overleaf...



Tips and hints for a successful placement:

Put some thought into your placement. It should be enjoyable and a great learning curve. There are some places that will not take you or you will find it hard to find one who will agree:

- The Police are not allowed to take Work Experience Placements – no ‘ride alongs’, sorry!
- Lawyers – some solicitors will, but as it is sensitive info, unlikely.
- Medicine – doctors, hospitals etc are not allowed to, however dentists can if they wish.
- Building/construction – health and safety restricts what you can do, but can be arranged.
- **If you visit or call a placement you are more likely to get a “yes”.** An email or letter is easy to ignore or say “no” to, but a smartly-dressed person who is polite is much more convincing.
- Always be well-presented and polite, no-one is likely to offer a place to someone who is scruffy or “cannot be bothered”.
- Remember that although this is in your time, you do represent the Academy and the other students and staff within it. Ensure that your behaviour and conduct on placement is to a high standard. You could make things bad for future Year 10s if you give a bad impression.

Email addresses of relevant staff in Year 10:

Tutor Name	Group	Email
Mr Lloyd	10-MLL	m.lloyd@tnha.org.uk
Mrs Ball	10-MBA	m.ball@tnha.org.uk
Mr King	10-DKI	d.king@tnha.org.uk
Mrs Keeble	10-DKE	d.keeble@tnha.org.uk
Miss Tilbrook	10-LTI	l.tilbrook@tnha.org.uk
Mr Nash	Head of Key Stage	s.nash@tnha.org.uk
Miss Chilvers	Student Support Leader	d.chilvers@tnha.org.uk