



The Norwood School,
Crown Dale,
London,
SE19 3NY

Co-Headteachers:

Niki Clemenger
BA (Hons) NPQH

Richard Cole
BEd (Hons) NPQH

Summer 2023

Dear

Thank you for offering a work experience placement to from
Tuesday 29th August until Tuesday 5th September 2023.

Work experience is an invaluable opportunity to extend students' learning and we are very grateful to you for making this commitment and giving your time.

Our main aim for students is to give them an insight into working life and to give them the opportunity to work alongside adults, undertaking new tasks and developing their self-confidence.

In addition, students have been given a list of employability skills on which to focus. Along with other things, these include:

- personal presentation
- enthusiasm and commitment
- communication and literacy, and
- time management and organisation

While on their placement, students will record their learning in a work experience log and we would appreciate your support in helping them to complete this. Towards the end of the log is an employer assessment form and it would be very helpful to the student if you could complete this at the end of the placement.

Thanks again for your help and support with this.

Yours sincerely,

Ms J Nicholas
Senior Deputy Headteacher