



Summer 2023

The Norwood School,
Crown Dale,
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SE19 3NY

Co-Headteachers:

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Dear Parent/Guardian

Year 11 Work Experience – Tuesday 29th August until
Tuesday 5th September 2023
Academic Review Day – Wednesday 6th September 2023

As you may have heard from your son/daughter, I had the pleasure of speaking to all Yr 10 in assembly last week and explained that we are encouraging all Year 10 to find a work experience placement over the summer break before their return to school in the autumn– ideally from Tuesday 29th August until Tuesday 5th September 2023.

Academic Review Day will be Wednesday 6th September. Students will return to school on **Tuesday 7th September**.

In previous years, our Year 10's into 11 have always thoroughly enjoyed their work experience– almost the entire year group usually manages to secure some kind of valuable work experience and the feedback from students, parents and employers is always overwhelmingly positive. We have highlighted time that could be used for the placement, but you can be as flexible as you like, and it can easily work around any plans you already have for the summer break. For example, your child could spend a couple of days in one placement and then move on elsewhere or do longer than a week if they would like. They can do it in the middle, start or end of the holiday, it is totally up to you. Many organisations are still offering Virtual Work experience; this is also perfectly acceptable. An excellent port of call to find out more, both in person and virtual work experience, is your child's UNIFROG account. We circulate frequent opportunities via form tutors and google classroom for students to access – for example, a really fantastic opportunity has just come into school from KPMG today for work experience at half term – please see link and info here - <https://www.surveymonkey.co.uk/r/XV2HSGP>

I am afraid that we do not have the capacity to seek placements for students here at school and so securing the work experience is entirely down to you as a family along with your son/daughter.

During Learning for Life after half term, Year 10 will each receive a work experience guidance, including a log book with lots of helpful information including;

- How to secure and prepare for a placement?
- How to write a formal email/letter to an employer
- How to write a CV
- How to identify Skills for Life
- The importance of Health and Safety in the workplace
- How to keep their log book

I have uploaded some of the paperwork that you might need to read in advance and use if you need to. Some employers prefer students over the age of 18, this might be the case for some but our experience tells us that there are plenty out there who will accept under 18's.

Although we are not in a position to source placements for the students, we would recommend that you ensure the following;

- As a parent, you are satisfied that the workplace is safe, secure and appropriate for your child.
- That you have spoken to or met whoever will be supervising your child – we would suggest that your child makes a pre placement visit, to meet their 'employer' and make sure they are clear about expectations. For example, what time they need to arrive, what they should wear, refreshment arrangements, what to do in the event of an emergency, use of social media at work etc
- You have contact details for their employer and they have yours.
- You phone your child/their employer to check on their progress during the placement.

I have popped all the documentation that we will share with the students on the website under careers – Work Experience Summer 2023.

There will be no school for Year 11 on Monday 4th and Tuesday 5th of September – these will be staff INSET days.

Academic Review Day

By the end of term, all Year 11 will be given an appointment for Academic Review Day, which will be held on **Wednesday 6th September**. At the appointment, we will discuss your child's Year 10 attainment, Year 11 targets and distance to travel to target grades by Summer 2024. You will be given an appointment window to attend. Students will complete a Work Experience Debrief on their Unifrog account on arrival, then will spend time with a senior member of staff or one of the tutor team for their interview. We would like parents to attend alongside their child.

Thank you – I will of course be contacting you nearer the time to let you know all the final arrangements for Academic Review Day September 2023.

With kindest regards,



Ms J Nicholas
Senior Deputy Headteacher