



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

May 2026

Dear Parents and Carers,

Work Experience – 13th to 17th July 2026

As you will be aware, your child in Year 11 will soon be taking part in our work experience programme, on the above dates. It is wonderful that the students have all found placements and they will be going to a very diverse range of businesses and organisations.

Students will have an assembly in school, this Thursday 2 July. At this time, they will be given further information and will hear a presentation about how to prepare for the experience, to ensure that it is a safe and positive week.

Please can we also ask for your support to ensure that the placement runs smoothly:

Reconfirming the placement

During the assembly, students will be given a personalised 'Placement Form', which confirms the key information that has been provided through Unifrog about the placement. Students can also access all information about their placement online, by logging on to Unifrog:

<https://www.unifrog.org/student/placement>

It is essential that students contact their employer to reconfirm the placement. I am also writing to all the employers. However, it is the student's responsibility to ensure that the employer is still expecting them and to make sure they know where to go, working hours, dress code and lunch arrangements.

If there are any problems reconfirming the placement, or you have any concerns, please contact me straight away by email – twiseman@aylshamhigh.norfolk.sch.uk or by phone 01263 733270 x 126.

Work Experience information booklet and Journal

Students will also be given a booklet, entitled 'Getting Ready to Go'. A copy is attached. This contains key information to help prepare for work experience. It also includes a journal and other tasks to be completed during the week. Please do encourage your child to read this and to complete these tasks throughout the week.

Attendance and absence

Work Experience is a compulsory part of the school year, and students are expected attend for the full five days from Monday 13th to Friday 17th July, instead of being in school. Any absence will not be authorised, unless a student cannot attend due to illness. If your child cannot attend, please let the employer know directly, as soon as possible. You must also inform the school by following the same process that you would normally. Please phone our Attendance Officer on the school number – 01263 733270 – and provide a specific and clear reason for their absence.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle



Business & Enterprise



LEADERSHIP in LEARNING
The Cambridge Network

Insurance, risk assessment, health and safety and safeguarding

It is of the utmost importance that your child is safe and protected from harm whilst on placement. We have taken all the requisite measures to ensure that placements are safe and that employers have the necessary insurance, risk assessments and health and safety policies in place. A member of staff will also visit your child whilst they are on placement to check that all is well.

However, if you have any concerns at all, either before or during the week, please call the school as a matter of urgency and ask to speak to a member of our Safeguarding Team. Our Designated Safeguarding Lead is Kathryn Garnham. Tel 01263 733270.

After the placement

After the placement week, please encourage your child to email or write to the employer to thank them for providing the experience. There is a template for a thank you letter in the booklet. Both the employer and the students will also be asked to provide a review through our careers platform, Unifrog.

I hope that your child has a very productive, positive and enjoyable week whilst on work experience. We look forward to visiting them on placement and to hearing all about their experience when we return in September.

Thank you for your support have a lovely summer

Best wishes

A handwritten signature in dark ink, appearing to read 'Tanya Wiseman', with a stylized flourish at the end.

Tanya Wiseman
Work Experience Coordinator