



19th June 2025

Dear parent/ carer,

Re: Work Experience – Information Evening

Thank you to all who attended the Work Experience Parents' Evening last night. We are incredibly grateful for your support in helping students secure placements. We're pleased to share that over 80% of our students now have confirmed placements – a fantastic milestone that reflects the joint efforts of families and staff.

As a reminder, all students must complete the Student Initial Form on the Unifrog Placements tool by Friday 20th June, although if a placement becomes available next week, please still add it. This is an essential step in the process and ensures all necessary information is recorded ahead of the placement start. If a student's placement has been found by Norfolk County Council, it does not need to be added to Unifrog.

Work experience will take place from Monday 30th June to Friday 4th July. During this week, students will gain valuable insight into real working environments. They will be expected to follow the routines, standards, and expectations of a professional setting. This experience is designed to build confidence, independence, and key employability skills that will support their future education and career choices. Throughout the process, the school will remain in contact and offer support as needed.

Expectations:

There are clear expectations in place. Full attendance is required each day of the placement. Students must dress appropriately for their workplace and conduct themselves in a professional manner, showing punctuality, responsibility, and respect at all times. It's important to remember that students represent Iceni Academy throughout the week. Any serious misbehaviour may result in the placement being withdrawn and school sanctions applied.

Work Experience Log:

Students are also expected to complete their Work Experience Log daily. This will be given to them the week before the placement begins. This will help them reflect on what they are learning and serve as a useful record when it comes to college applications, interviews, or CV writing.

Concerns and Absence:

If at any point you or your child have concerns about the safety or suitability of the placement, please contact the school immediately. Early communication is key so we can intervene and resolve any issues quickly.

If your child is unwell and cannot attend their placement, it is essential that both the employer and the school are informed as soon as possible. Please email ICS-Attendance@attrust.org.uk or call us on 01366 728333.

A member of staff will be contacting each placement during the week to speak with both the employer and the student. This is to check in and ensure that everything is going smoothly and to offer support if needed. We will also be verifying any reported absences directly with the employer to ensure accurate records are kept and any issues are promptly addressed.

Thank you once again for your ongoing support. We look forward to seeing how our students take to this exciting opportunity.

Best wishes,

Stuart Pryke, Assistant Principal
Ferouza Agoudjil, Head of Year 10

