

December 1, 2021

Dear Parent or Guardian

Year 10 and 12 Work Experience Summer 2022

I am writing to update you regarding our summer work experience plans for students in Year 10 and 12.

Careers education and employer experiences are a fundamental part of our mission at UTCN: to develop tomorrow's workforce. As such, we are hopeful that, after a successful mix of workplace and online placements in 2021, we are able to return to in-person two-week placements in 2022.

On Thursday, December 9, 2021 from 4 - 5pm, the careers team will run an online session for Year 10 and 12 parents and students to introduce ourselves and take you through everything you need to know about work experience. We will share a timeline of key dates to help you get prepared, talk through the required paperwork and give tips on how to secure a placement. There will be time for questions at the end.

If you wish to join this event, please use the following joining information:

When: Dec 9, 2021 04:00 PM

Topic: UTC Norfolk: Year 10 and Year 12 work experience

Please click the link below to join the webinar:

**[https://us02web.zoom.us/j/87491200742?
pwd=TjlkalQvMWUyd3lZUU9QZ2tPVnNvQT09](https://us02web.zoom.us/j/87491200742?pwd=TjlkalQvMWUyd3lZUU9QZ2tPVnNvQT09)**

Passcode: 632618

If you have any questions ahead of the event, please contact me:

claire.oliff@utc.org.uk

We are aware that some parents and students will be unable to attend the live webinar and therefore as soon as is possible we will send out a link so this can be watched at your own convenience. Following this, if you have any specific questions, please email Ms Fry our Work Experience Co-ordinator on **vicki.fry@utc.org.uk**

Kind regards
Miss C Oliff
Assistant Headteacher: Personal Development

Dates for your Diary

Please look on the UTCN webpage for the Parents Calendar which is updated regularly. <https://utc.org.uk/calendar>

November 29 to December 10 - Year 11 Mock Exams
December 16 - Nasal Flu Immunisations (Year 10 and 11 only)
December 14 - Christmas lunch available
December 20 to January 4 - Christmas Holiday
January 5 - School reopens

UTCN
Old Hall Road
Norwich
NR4 6FF



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