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Letter No: 063/2026

19th October 2026

Dear Families,

Year 12 Work Experience **Monday 8th – Thursday 11th February 2027**

As part of our Careers programme at Sandringham, we provide time in the calendar for all Year 12 students to undertake Work Experience. It is a really valuable way of observing different skills and undertaking a variety of tasks in a workplace environment and will support students' forthcoming university, apprenticeship and job applications.

Therefore, we have scheduled a week during which time students are encouraged to organise placements and gain some work experience. This is running in the last week of the first Spring half term (**Monday 8th - Thursday 11th February**). It is important to note that while the Friday of that week is an INSET day, students may, of course, wish to arrange their placement for the whole week.

We recommend that students organise either one placement or a number of shorter placements within that designated week. In some cases, employers may only be able to offer a short placement of a few days, and some may offer online work experience.

We ask that you support your child in finding a placement. In our assembly this week, we have suggested that the students speak to family, friends and/or parents' contacts to investigate possible placements and opportunities in relevant industries. We will be supporting students who might find securing a placement challenging and students will also begin to explore options during Tutor Time.

If students are unable to organise an in-person Work Experience placement, they will be required to complete a **Virtual Work Experience** programme instead. Over the last few years, UCAS have completely transformed their Virtual Work Experience offer and there are now dozens of fantastic programmes available on the UCAS website: [UCAS Virtual Work Experiences](https://www.ucas.com/virtual-work-experiences).

It might be the case that it is more suitable to arrange the work experience during a half-term or school holiday. We will therefore ask the students to complete independent study and explore our [Super Curriculum](#) during the formal Work Experience week.

Students must register their Work Experience placement with us via a **Google Form** that will be linked to the Year 12 Google Classroom (they will be shown how to do this in Tutor Time). Students will receive guidance about logging this information, and we will use this to track and monitor who has and has not secured work experience.

All placements must be submitted by **Friday 15th January 2027**.

Finally, we are always looking to make new contacts with employers - both local and further afield - to enrich our Futures and Careers guidance and provision. We would be very grateful to anyone who could offer a Work Experience placement or who would be prepared to come into school to talk to our students.

If you feel able to support with the above, please complete the Google Form linked below:

[Sixth Form: Futures and Careers Support Offer](#)

Thank you in advance for your support.

Yours sincerely,

Katrina Clark

Performance Director: Year 12

