



Letter No: 130/2021

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10th May 2021

Dear Parent/Carer,

Year 10 Work Experience Week, 27th September – 1st October 2021

As part of Sandringham's Careers Education, a very important event for Year 10 students is Work Experience Week. This is an excellent opportunity for students to engage in work, build their skills and consider their personal career pathway. WEX week, which usually takes place in June, will this year take place 27th September – 1st October when students are in Year 11.

All students take responsibility to find a placement either privately or through those provided by our partner, YC Hertfordshire, on their online database Link2+. Placements on Link2+ goes live on Friday 25th June.

Please note that placements provided on Link2+ can be rather limited both in number and breadth of industry sector. Placements are allocated automatically via the system, so students are not guaranteed their first choice. Therefore, in the first instance, we would strongly encourage students to source their own private placement.

Key tasks that we need your help with

All students must complete an online "Medical Information Consent Form" found at <https://docs.google.com/forms/d/e/1FAIpQLSdNQGlyEyDLytcjX2VU3YomYq9vKNnG6vyMLFIU-bY50nzBBA/viewform>. If you cannot access this online, a paper copy can be collected from and returned to Ms Tang, Careers Coordinator, in G-block.

Students securing their own private placement must enter their placement details onto the "Own Placement Details" on Link2+. Guidance on how to do this can be found at <https://docs.google.com/document/d/1mgiVT5ax3Kq1eEVn9wrgmLYNKwMxl-UoCMILzwEyJOo/edit?usp=sharing>.

Students using Link2+ for placements must submit their four choices in order of preference between 25th June – 5th July. Guidance on how to do this can be found at <https://drive.google.com/file/d/1-dlyf3QPFCm06IUWGiN54D8bJpLlSy2q/view?usp=sharing>.



A contribution of £27 is requested for all placements in Hertfordshire, sourced privately or via Link2+. A contribution of £33 is requested for all private placements outside Hertfordshire. This pays, in part, for the health and safety checks carried out by YC Hertfordshire on behalf of all students. In the event of a private employer not fulfilling health and safety requirements, or the employer withdrawing their offer, refunds cannot be given. Please note that the contribution required from parents in both cases is only 50% of the cost actually charged to Sandringham, with the school therefore subsidising each student's placement cost.

Please make payment via ParentPay before Monday 5th July. **Please note that after 5th July, it will not be possible to process work placement requests through the usual system, therefore, a £70 charge for placements in Hertfordshire and an £80 charge for placements outside Hertfordshire will be levied for any late placement submissions.**

Additionally, if your son/daughter would like to complete their work placement in a school, playgroup or nursery they are required to speak to Ms Tang rather than approach the employer directly, as Ms Tang has sourced a list of these employers who are willing to offer placements.

All the above information can be found on our website at sandringham.herts.sch.uk/work-experience.

We hope the enclosed information, and that in the launch pack is self-explanatory, but should you have any questions or concerns, please do not hesitate to contact us. Should your son/daughter have any questions or require any support throughout this process, please encourage them to speak with their form tutor, Mr Boak or Ms Tang.

Yours sincerely,

James Boak
Performance Director: Year 10

Binh Tang
Careers Coordinator