

Letter No: 136/2022

21st February 2022

Dear Parent / Carer,

Year 10 Work Experience Week, 13th - 17th June 2022

As part of Sandringham's Careers Education, a very important event for Year 10 students is the five day Work Experience Week. This is an excellent opportunity for students to engage in work, build their skills and consider their personal career pathway.

All students take responsibility to find a placement either privately or through those provided by our partner, Services for Young People, on their online database Link2+. Placements on Link2+ goes live on **Thursday 10th March**.

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:

Private placements

We would like to encourage all students to try and find a Private Placement. We will ask students to put this onto our Link2 system which will go live in a couple of weeks.

Private placements must be entered by **31st March**. ***If you are organising a placement outside of Hertfordshire, we will definitely not be able to process the application after this date.***

Students and parents will need full details of their placement, the necessary info can be found here: ([Own Placement info](#)). You do not have to complete this form, it is just being shared so that you know what information you will need. We will ask you to input this information if you have a Private Placement on our Link2 system from **10th March**. Details on how to do this can be found here:



Link2 Placements (for students who do not find their own placement)

Students using Link2+ for placements must submit their four choices in order of preference between **10th March and 9th May**. Guidance on how to do this can be found here: ([Link2 info](#)).

Placements will be allocated to ensure that all students have a place and a student is not guaranteed their first choice placement.

Payments for work experience

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 SfYC 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. Students in receipt of Pupil Premium funding do not have to pay this fee.

Please make payment via ParentPay before **9th May 2022**. Please note that after this date, 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 child would like to complete their work placement in a school, playgroup or nursery they are required to speak to their tutor rather than approach the employer directly, as school has sourced a list of these employers who are willing to offer placements.

Medical consent forms

All students must complete an online "Medical Information Consent Form" found at <https://forms.gle/nvL8nxJ65wm5oxRUA>. If you cannot access this online, a paper copy can be collected from and returned to your child's tutor.

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 child have any questions or require any support throughout this process, please encourage them to speak with their form tutor, Ms Semple, or the Careers Coordinator, Mrs Eady.

Yours sincerely,

Hannah Semple
Director of Learning, Year 10

Kate Mouncey
Careers Lead