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Letter No: 34/2022

2nd November 2022

Dear Parent/Carers,

Year 10 Work Experience Week, 19th – 23rd June 2023

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 will 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+ will go live in January 2023. 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 and occasionally are not allocated any of their choices. **Therefore, in the first instance, we would strongly encourage students to source their own private placement.**

What you can do now in preparation:

If students already have an idea of where they would like to go for work experience, please encourage them to begin contacting employers now. It may be that you have a relative or friend that could host them for the week of experience. Finding a placement can take some time and so we encourage students and parents to start looking at possibilities now. Some advice for students on contacting employers:

- It is best to write to or email a company, by addressing it to somebody's name, as this is more likely to gain a response
- Inform the organisation of the dates 19th – 23rd June 2023
- Explain why you are interested in working in this field
- If the organisation is able to assist, students will need to ask for:
 - Job details
 - Working hours
 - Any equipment they need to bring (e.g. particular footwear)
 - Lunch arrangements (e.g. should they bring a packed lunch)
 - Main contact person name, including direct phone numbers and email address
 - Employers' liability insurance name, policy number, expiry date (essential)
 - Public liability insurance name, policy number, expiry date (essential)
 - Check that the placement is definite (some employers will say that they "may" be able to assist, so it's a case of ensuring that it is in the diary).



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Once agreed, please keep hold of this information ready for early next year, when we will ask students to input it into an online form.

In January 2023 we will hold a Work Experience briefing for parents / carers. There will be more information on the deadline dates and information on Link2 for those who are unable to find a private placement. Any questions in the meantime, please contact Carly Eady, Careers Coordinator, eadyc@mysandstorm.org

Yours sincerely,

Kate Mouncey
Careers Lead
Assistant Headteacher

Elliot Bailey
Performance Director Year 10

Carly Eady
Careers Coordinator