



Sandringham School

'Everybody can be Somebody'



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Letter No: 47/2022

2nd November 2022

Dear Parents/Carers,

**Year 12 Work Experience:
Monday 6th – Friday 10th February 2023**

As part of our careers programme at Sandringham, we would like all Year 12 students to undertake one or more work experience placements. It is a really valuable way of observing different skills and tasks in a real world workplace and will definitely help with forthcoming university and job applications. Therefore, we have scheduled a week during term time for students to take part in some experience in February. This is running in the last week of a half term (**6th - 10th February**), where Thursday and Friday are inset days, so students will only be taken out of curriculum time for three days, rather than five.

We are recommending that they seek out one or more placements to undertake during that week so that they can gain some experience in a workplace. It may be more advantageous for them to attend two or more different workplaces during the week, rather than spending the whole week in one place. Some of the experience may be online with the current hybrid working patterns, but we recommend that at least some of the experience is undertaken in person.

We would be most grateful if you could support them in finding placement(s). We have already explained the process to them and some students have started to explore where they are going. If a student has a place in mind, but it is more suitable to set this up during a holiday due to dates suitable for the workplace, that is fine. In this case, we will ask the student to work independently at home during the February week. Students will need to log their placement(s) on our Unifrog system whenever they take place during the year. This will ensure that we can check the suitability of placements.

Our Enrichment Tutor, Mrs Griffiths, will be supporting students through this process and they can meet with her during the school day for any help required.

For further details, please view the assembly delivered to students this week: [Work experience assembly](#).

Thank you in advance for your support.

Yours sincerely,

Kate Mouncey
Director of Sixth Form and Careers Lead



Artsmark
Platinum Award
Awarded by Arts
Council England

