



Sandringham School

'Everybody can be Somebody'



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Letter No: 114/2023

30th January 2023

Dear Parent / Carer,

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 take responsibility to find a placement either privately or through those provided by our partner, Herts Services for Young People, on their online database Link2+.

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 information into **Unifrog**, which is a tool they are familiar with already.

Private placements must be entered by **6th March**.

Students and parents will need full details of their placement, the necessary info can be found here: ***Student sign into unifrog and then click here>*** ([Unifrog Placement Tool Guidance](#)). When inputting a placement, please make sure the student selects Mrs Eady (top of the list) as Placement Coordinator.

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 19th April**. Guidance on how to do this can be found here: ([Link2 info](#)). We will let students know their login code closer to the date.

Placements will be allocated to ensure that all students have a place and a student is not guaranteed their first choice of placement. Please note, we often find that many students select the same preferences, therefore it is important to select at least 4.



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Payments for work experience

For placements organised by Herts Services for Young People (Link2), there is a charge due to the health and safety checks they need to carry out. 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.

A contribution of **£27** is requested for all Link2 placements in Hertfordshire. Please make payment via ParentPay before **19th April 2023**. **Students in receipt of Pupil Premium funding do not have to pay this fee.**

School Placements

Additionally, if your child would like to complete their work placement in a local school, they are required to speak to Mrs Eady (eadyc@mysandstorm.org) rather than approach the employer directly please, so that we do not overwhelm the schools with enquiries.

We hope the enclosed information 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, Mr Bailey, or the Careers Coordinator, Mrs Eady.

Yours sincerely,

Elliot Bailey
Director of Learning: Year 10

Kate Mouncey
Careers Lead

Carly Eady
Careers Coordinator