



Sandringham School

'Everybody can be Somebody'



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Senior Deputy Headteacher: **Mark Nicholls, BA (Hons)**
Acting Deputy Headteacher: **Mark Allday, BSc (Hons)**
Acting Deputy Headteacher: **Kate Mouncey, BSc (Hons), M.Ed.**

Letter No: 065/2023

3rd November 2023

Dear Families,

Year 12 Work Experience - Monday 12th – Friday 16th February 2024

As part of our Careers programme at Sandringham, we would like all Year 12 students to undertake work experience this academic year. It is a really valuable way of observing different skills and tasks in a workplace and will support students' forthcoming university, apprenticeship and job applications. Therefore, we have scheduled a week during which time students are encouraged to organise placements and gain some work experience. This is running **Monday 12th - Friday 16th February**. Thursday and Friday are INSET days so students will only miss three days of curriculum time.

We recommend that they organise at least one placement during this week. However, there might be some students who wish to organise two shorter placements, or placements might only be available for part of the week. We also appreciate that some work experience may be completed online with the current trend of hybrid working.

We ask that you support your child to find a placement. We have suggested in the launch assembly to speak to family, friends and family contacts to investigate possible placements and opportunities in relevant industries. We will be supporting students who might find securing a placement challenging, and students will also begin to explore options during tutor time. It might be the case that it is more suitable to arrange the work experience during a holiday. We will therefore ask the students to complete independent study and [super-curricular activities](#) during the week 12th-16th February.

Students must log their placements on UniFrog to obtain permission from the organisation. Students will receive guidance about logging this information, and we will use this to track and monitor who has and has not secured work experience. All placements must be logged by **Monday 15th January 2024**.

Our Enrichment Tutor, Ms Griffiths Plunkett, will support students through this process and they can organise a meeting with her during their study sessions should they require any guidance.



For further details, please see the attached pdf of the assembly delivered to students this week. This can also be found at:

<https://drive.google.com/file/d/1tcmf3vE1TbCUK1YnJ3KSe4b9HsrRql2T/view?usp=sharing>

Any queries, please do not hesitate to contact: year-12-wex@sandringham.aat.school

Thank you in advance for your support.

Yours sincerely,

Rachael Potter
Performance Director, Year 12