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Letter No: 079/2023

23<sup>rd</sup> November 2023

Dear Families,

## Year 10 Work Experience Week 17<sup>th</sup> – 21<sup>st</sup> June 2024

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, Herts Services for Young People, on their online database Link2+.

**In the first instance, we would strongly encourage students to source their own private placement.**

### What you can do now in preparation:

Encourage your child to think about their preferred placements and begin contacting employers now. It may be that you have a relative or friend that could host them for the week of experience.

Please note that a student is not able to work alone with one adult, due to safeguarding and it is also important that the organisation will be able to give Sandringham the insurance details.

### Advice for students on contacting employers:

- 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 17<sup>th</sup> - 21<sup>st</sup> June 2024
- Explain why you are interested in working in their field
- If the organisation is able to assist, students will need to ask for:
  - Job details
  - Working hours
  - Any equipment they need to bring (eg particular footwear)
  - Lunch arrangements (eg 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, therefore it is a case of ensuring that it is in the diary)



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.

**For those who cannot find a private placement:**

Placements on Link2+ will go live in January 2024. 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. This is why we encourage private placements where possible.

Any questions in the meantime, please contact Carly Eady, Careers Coordinator  
[eadyc@mysandstorm.org](mailto:eadyc@mysandstorm.org)

Yours sincerely,

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Assistant Headteacher

Dan Smith  
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