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Letter No: 066/2024

8th November 2024

Dear Families,

Year 12 Work Experience – Monday 10th – Friday 14th February 2025

As part of our Careers programme at Sandringham, we provide time in the calendar for all Year 12 students to undertake work experience. 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 in the last week of the first spring half term (**Monday 10th - Friday 14th February**). It is important to note that Thursday and Friday are INSET days and so students will only miss three days of curriculum time, rather than five.

We recommend that students organise either one placement or a number of shorter placements within that designated week. In some cases, employers may only be able to offer a short placement of a few days, and some may offer online work experience.

We ask that you support your young person to find a placement. We have suggested in the launch assembly to speak to family, friends and/or 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 explore our [Super Curriculum](#) during the week **10th-14th February**.

Students must log their placements on **Unifrog** (they will be shown how to do this in tutor time) 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 20th January 2025**.

Finally, we are always looking to make new contacts with employers - both local and further afield - to enrich our Futures and Careers guidance and provision. We would be very grateful to anyone who could offer a work experience placement or who would be prepared to come into school to talk to our students.

If you feel able to support with the above, please complete the Google Form here: [Sixth Form: Futures and Careers Support Offer](#)

Thank you in advance for your support.

Yours sincerely,

Katrina Clark
Performance Director: Year 12