



Letter No: 107/2020

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10th January 2020

Dear Parent/Carer,

Year 10 Work Experience Week, 15th – 19th June 2020

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, YC Hertfordshire, on their online database Link2+. Link2+ goes live on Thursday 16th January.

Please note that placements provided by YC Hertfordshire via 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, wherever possible, to source their own private placement.

Finding a placement can be a challenge, but evidence has shown that the experience gained by the young people, during both the search and the placement, contribute significantly to their personal development, maturity and employability.

Students securing a private placement must return a completed "Medical Information Consent Form" (green sheet) and a completed "Private/Own Placement Request Form" (blue sheet) to Ms Tang, Careers Co-ordinator, by Tuesday 25th February. In addition to this, they must enter details from the "Private/Own Placement Request Form" (blue sheet) onto the "Own Placement Details" on Link2+.

Students securing a placement using Link2+ must submit their five choices in order of preference on Link2+ and return a completed "Medical Information Consent Form" (green sheet) to Ms Tang, Careers Co-ordinator, by Tuesday 25th February.

A contribution of £25 is requested for all placements in Hertfordshire, sourced privately or via Link2+. A contribution of £33 is requested for all private placements outside Hertfordshire. This pays, in part, for the health and safety checks carried out by YC Hertfordshire on behalf of all students. 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.



Please make payment at Parentpay.com before Tuesday 25th February. **Please note that after 25th February, it will not be possible to process work placement requests through the usual system, therefore, a £65 charge for placements in Hertfordshire and an £80 charge for placements outside Hertfordshire will be levied for any late placement submissions.**

Additionally, if your son/daughter would like to complete their work placement in a school, playgroup or nursery they are required to speak to Ms Tang, Careers Co-ordinator, rather than approach the employer directly, as Ms Tang has sourced a list of these employers who are willing to offer placements.

We hope that the enclosed paperwork is self-explanatory, but should you have any questions or concerns, please do not hesitate to contact us. Should your son/daughter have any questions or require any support throughout this process, please encourage them to speak with either their form tutor, Mr Davis or Ms Tang.

Yours sincerely,

Rich Davis
Performance Director: Year 10

Binh Tang
Careers Co-ordinator