Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

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Letter No: 098/2026

16th November 2026

Dear Families,

Year 10 Work Experience 14th – 18th June 2027

As part of Sandringham's Careers Education, Year 10 students will undertake Work Experience during E-Week, providing them with a valuable opportunity to develop skills, experience work places and explore career pathways.

All students need to take responsibility to ensure they have a placement to attend during the week. This will be explained to them in an upcoming assembly.

We strongly encourage students to source their own placement that aligns to their interests.

Please encourage your child to think about the experience they would like, the organisations that could provide it, and to **begin contacting employers now** as it can take a while to arrange.

Guidance for contacting employers:

- Write to or email a company, addressing it to an individual where possible, as this is more likely to gain a response
- Specify the dates 14th - 18th June 2027
- Explain why you are interested in work experience with their organisation
- If the organisation is able to assist, students will need to ask for:
  - Job details
  - Working hours and location
  - 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)
  - Confirmation 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 January, when we will ask students to input it into an online form.

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 its insurance details as noted above.

For students unable to source their own placement:

Link2+ placements will be available to apply for in January 2026. These placements are limited in number and scope, and as they are auto allocated students may not get their preferred option. **There is a charge of £32.50 for each student that is assigned a Link2+ placement.** This is 50% of the cost charged to Sandringham by Herts Council who find and provide safety assurance for these placements. Sandringham subsidises the other 50% of the placement cost.

Should you have any questions, please contact Kathryn Sweet, Careers Coordinator, sweetk@sandringham.aetrust.uk

Yours sincerely,

Kathryn Sweet Careers Coordinator	Dan Smith Performance Director Year 10	Neil Miller Careers Lead, Assistant Headteacher