Greater Essex example of school comms for: **Template for SEND Learners**

Dear Name

I am contacting you on behalf of [School Name] to explore potential workplace experience opportunities within your organisation.

Many local employers highlight a common challenge: young people entering the workforce without the core skills and workplace awareness needed to thrive. Our workplace experience programme helps address this by giving students meaningful real-world experiences while creating value for employers.

We are looking for supportive employers who can offer workplace experiences that help students develop skills in communication, teamwork, time management and task responsibility. Opportunities can be tailored to suit your organisation and could include a structured placement, job shadowing, a workplace visit, a project challenge, or a series of bite-sized experiences.

We understand that every organisation is different, so involvement can be flexible. Whether you can offer a few hours, a day, or a longer-term placement, every experience can make a significant difference to a young person's confidence, aspirations and understanding of the workplace. This aligns with the government's ambition to introduce young people to the world of work at an earlier stage, helping them make informed decisions about their future and develop the skills, knowledge and experiences needed for adulthood and employment.

Benefits for Your Organisation

- Strong attention to detail and consistency
- Fresh perspectives and problem-solving approaches
- Improved staff morale through inclusive engagement
- Enhanced reputation as a community-focused employer
- Early access to future talent
- Opportunity to contribute to social value and community objectives
- Support diversity, equity and inclusion goals
- Develop staff confidence in supporting a diverse workforce

Support from the School

We aim to make participation smooth and low impact for your team through:

- Careful student matching
- Co-designed placement plans
- Pre-placement preparation
- A named school contact
- Guidance on reasonable adjustments where appropriate
- Ongoing support throughout the experience

We recognise that some employers may have limited experience of hosting young people in the workplace. Our team can provide advice and guidance before and during the experience, helping to ensure a positive and successful placement for both the student and your organisation.

We would welcome the opportunity to discuss how your organisation could get involved in a way that works for your business and your team.

Thank you for your time and consideration.