



SAMPLE LETTER FOR WORK EXPERIENCE ABROAD

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Dear Student and Parent/Carer

Blue Stamp Travel organise Work Experience for Sixth Form Students in France, Germany and Spain, and typically carry over 2000 students each year across Europe. They are both ABTA and ATOL accredited and have knowledgeable and multilingual staff (including ex-teachers) who are available to help and advise students, teachers and parents before and during their stay as necessary.

Blue Stamp are recognised by Study Travel, International House, FEDELE, FLE and ICEF, industry bodies that validate the quality of their work in the student travel sector.

We are intending to run a trip to <city>, <country> to provide A level students the opportunity to practise their speaking skills and gain valuable, transferable workplace skills. Blue Stamp organise the entire package from the placement, travel, accommodation, social and cultural programme and insurance. Group Leader supervision is provided by linguists travelling with the party from the UK until its return. Students are matched to their work placements by a process of application where they will have the opportunity to select from various [business categories](#).

The trip will travel by <coach/air/Eurostar> from <start date> to <end date>. The cost of the trip is <price> which is payable to <school>. Accommodation is being provided in <carefully selected and vetted host families / hotel>.

Included in the package is:

Return Travel & international transfers

Work Placement in a variety of business categories

<Please refer to your quote letter for the package included>

Once students have paid their deposit and been accepted on to the trip, their account will be set up on Babel, Blue Stamp's trip planning platform. Students and parents/carers have an account each and parents/carers can administer student accounts on their behalf as well as students managing their own submissions. Any communications sent to students are copied to the parent/carers account too.

All students will need to complete their application via Babel by <insert deadline>. This includes uploading their passport, a profile image, letter of introduction in <French / German / Spanish>, as well as dietary needs, medical needs, allergies etc.

Answers to frequently asked questions answered can be found on the Blue Stamp Travel website: www.bluestamptravel.com/work-experience-abroad. However, if you have any further queries you can contact me or Blue Stamp directly if you prefer. 0115 9404 500 or enquiries@bluestamptravel.com.

The students will be given the opportunity to improve their confidence and understanding of the language at the same time as gaining knowledge of another country's culture, experiencing new surroundings, work



and making new friends abroad. This experience is invaluable to them when applying to University for their UCAS application form or to show prospective employers.

Please visit the Blue Stamp website www.bluestamptravel.com/work-experience-abroad to book your child's place on the trip, and then secure their place with a deposit payment of **<Insert deposit amount>**.

Yours faithfully
<Teacher name>

