



Longhill High School

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18th January 2017

Dear Parent/Carer

We are hoping to offer your son/daughter the opportunity of a week's **Work Experience from Monday 26th June-Friday 30th June 2017**. Although this seems a long time away, there are many arrangements to be made before it can happen.

With this letter we enclose the Parents' Guide to Work Experience. It contains some useful information and we hope you will find it helpful. Also there is a Longhill School **Work Experience Application Form** to be completed by your son/daughter which should be **signed** by you. Work Experience has been explained in assemblies and students are asked to think carefully about their choice of placement, but we would appreciate it if you could emphasise that this is an important decision that your son/daughter needs to make. The choices made on the application form will stand. Once your son/daughter's placement has been confirmed, it cannot be changed because the process of placing a whole year group is complicated and time consuming and the placements available are limited.

The Application Form needs to be completed and returned to Student Services by 8th February 2017.

A Work Experience Job Options list, with various available placements, can be viewed on the school website. To access this information, please refer to Learning, Work Experience, Year 10 Work Experience Job Opportunities and you will also find all relevant forms and documents there. Due to health and safety and logistic reasons it is not possible or appropriate to offer all areas of work but we try to offer as wide a variety as possible.

Students and Parents/Carers are welcome to find their **own** placement; the Application Form, however, still needs to be returned by **8th February 2017** and the "Own Placement" section completed with all details as the process for Health and Safety checks is very time consuming. Please note that for any placement to be approved the employer must have Employers Liability Insurance. Students applying to an Own Placement still need to have at least one other choice from the Job Options school selection as a backup.

In the past there have been parents who could offer the school a placement for the week for another student in the year group. If this is the case, please contact me and discuss this as we are always keen to gain new places for the students.

We hope to allocate most of the placements by the Easter Break and the students will be informed when all placements have been allocated.

If you have any queries or issues you would like to discuss please contact me by e-mail on wex@longhill.org.uk or on 01273 304086

Yours sincerely

Miss L Phair
Work Experience Coordinator