



# Longhill High School

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14<sup>th</sup> December 2017

Dear Parent/Carer

We are hoping to offer your son/daughter the opportunity of a week's **Work Experience from Monday 25<sup>th</sup> June-Friday 29<sup>th</sup> June 2018**. 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 Thursday 1<sup>st</sup> February 2018.**

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. There are not enough placements for all students so we encourage you to help find a placement for your child.

Students and Parents/Carers who find their **own** placement: The Application Form still needs to be returned by **Thursday 1<sup>st</sup> February 2018** 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 (ELI)*. The cost for the Brighton and Hove Health and Safety Team, to do out of area checks can be up to £100. Please bear this in mind when looking at out of area placements as funding in the school cannot cover this and you could be asked to pay and you will need to gain a copy of the companies ELI.

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 alternatively you can email [wex@longhill.org.uk](mailto:wex@longhill.org.uk)

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](mailto:wex@longhill.org.uk) or on 01273 304086

Yours sincerely

Miss L Phair  
Admin & Cover Manager & Work Experience Coordinator