



# LONGHILL

HIGH SCHOOL

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October 2018

Dear Parent/Carer

We are hoping to offer your son/daughter the opportunity of a week's **Work Experience from Monday 1<sup>st</sup> July 2019 to Friday 5<sup>th</sup> July 2019**. 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.

Work Experience will be explained in assemblies after half term 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 child needs to make. We would encourage you/your child to find your own placement which will be more suited to their likes/circumstances. Your child will receive an application form to fill in details of the chosen company, in the first assembly. The forms will also be available in Student Services and on the website. <http://www.longhill.org.uk/academic/work-experience>. Please make sure you have confirmed this is correct with the company contacted. Applications for Own Placements need to be returned to Student Services by **Friday 14<sup>th</sup> December 2018**.

There will not be enough placements for all students so we encourage you to help find a placement for your child. Many companies in Brighton and Hove favour students to call to arrange their own placement. Companies, which have included the Sealife Centre, the Nuffield Hospital and local banks to name a few, do like to hear from students independently. If your child is interested in a certain industry, research the companies and call them.

Students and Parents/Carers who find their **own** placement need to be aware 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. You will need to gain a copy of the companies ELI.

A Work Experience Job Options list, with various placements, will be available to view on the school website from mid December 2018. To access this information, please refer to <http://www.longhill.org.uk/academic/work-experience>. 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.

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)

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