



LONGHILL

HIGH SCHOOL

MK/LP

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR

Phone 01273 304086
Fax 01273 303547

January 2019

Dear Parent/Carer

For students who have not agreed their own work experience placement a jobs board for application and an application form will be available from Friday 18th January 2019. These will be assessable to them via the website <http://www.longhill.org.uk/academic/work-experience> and through the P-Drive at school P:\Students\Work Experience\Work Experience 2019. Students will be able to discuss this with their mentors, who will be able to offer assistance.

You would have received a 'Parents' Guide to Work Experience last year. It contains some useful information and we hope you will find it helpful. The application form to apply for jobs from the jobs board is to be completed by your son or daughter this needs to be **signed** by you and them. 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 or daughter needs to make. The choices made on the application form will stand. Once your son or daughter's placement has been confirmed, it cannot be changed because the process of placing students in the 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 Friday 15th February 2019.

Due to health and safety and logistical reasons it is not possible or appropriate to offer all areas of work but we try to offer as wide a variety as possible.

We hope to allocate placements by the end of March 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

Admin & Cover Manager & Work Experience Coordinator