



LONGHILL

HIGH SCHOOL

CF/LP

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January 2020

Dear Parent/Carer

For students who have not agreed their own work experience placement a jobs board and an application form will be available from Wednesday 15th January 2020. 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 2020. Students will be able to discuss this with their mentors, who will be able to offer assistance. Students will need to choose 3 separate placements from the job board.

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 child; this then needs to be **signed** by you and by 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 child needs to make. The choices made on the application form will stand. Once your child'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 7th February 2020

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 during the month 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