



KA/LP

LONGHILL

HIGH SCHOOL

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Dear Parent/Carer

Year 10's are being encouraged to gain some **Work Experience from 17th – 22nd July 2023**. Although this seems a long time away, there are many arrangements to be made before it can happen.

Work Experience has been explained in assemblies this week 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 like your child to find their 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 and an own placement form from the Health and Safety team in the first assembly. Both these forms need to be filled in with all the details. The Health and Safety form needs a signature from the student, parent/carer and the company. The Health and Safety team will not carry out the required checks without it. 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 with the company contacted that the placement has been agreed. School will also follow up with a phone call. Applications for Own Placements need to be returned to Student Services by **20th January 2023**. Students without own placements will be given an opportunity to choose from a select few placements available. Please bear in mind these may not be the placement that your child would like to go to therefore this is a great opportunity to choose their own placement best suited to their likes/circumstances.

Many companies in Brighton and Hove, favour students to call to arrange their own placement. Companies, which have included the Sealife Centre, the Universities 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 give them a call. Due to the restrictions arising from Covid company policies in the work place may have changed. Please be clear with the companies approached what their policies are around Covid.

Students and parents/carers who find their **own** placement need to be aware that 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 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.

In the past there have been parent/carers who could offer the school a placement for the week for another student in the year group. If this is the case, please show your interest by emailing wex@longhill.org.uk

With this letter we enclose the Parents' Guide to Work Experience. It contains some useful information and we hope you will find it helpful.

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