



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086

March 2025

Dear Parent/Carer

Year 10s are being encouraged to gain some **Work Experience from 15th – 17th July 2025**. 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 and students are asked to think carefully about their choice of placement, and we would appreciate it if you could emphasise that this is an important decision for your child to make. We would like your child to find their own placement which will be suited to their interests/ circumstances. If your child is interested in a certain industry, they should research local companies in that field, and call them to find out if there is an opportunity for work experience. Companies may favour students who call to arrange their own placement.

Students who do not arrange their own placements will be given an opportunity to choose from a select few placements available and arranged by us. These may not be the placement that your child would necessarily choose, therefore it is preferable for them to seek their own opportunities.

In the past there have been parents/carers who could offer the school a placement for the week for another student in the year group. If you could offer a placement, please email wex@longhill.org.uk.

Along with this letter, I am enclosing:

- An Application Form - please complete with details of the chosen company
- A Placement Form from the Health and Safety team – please complete
- A Guide for Parents – Work Experience

The forms will also be available in Student Services and on the website:

<http://www.longhill.org.uk/academic/work-experience>

The Placement Form needs a signature from the student, parent/carers and the company. The Health and Safety team will not carry out the required checks without this. Please be aware that the process for Health and Safety checks is very time consuming, therefore Applications for placements made by the student need to be returned to Student Services as soon as possible, and by **28th April** at the latest. Please make sure you have confirmed with the company contacted that the placement has been agreed. The school will also follow up with a phone call.

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.

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. You could also speak with Mr Jackson, our Careers Officer, who is available Monday afternoons, Thursdays and Fridays cjackson@longhill.org.uk or Mr Trelawny, Head of Personal Development strelawny@longhill.org.uk who are both available to advise and assist with Work Experience.

Yours faithfully

Miss C Daly
Admin & Cover Manager



Student and Parent/Carer Work Experience Agreement

Student's name:

Mentor Group:

Student Agreement:

As the student named above, I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during my placement and not to disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer's representatives or by displayed notices.

Signed

Date

Print name

Parent/Carers Agreement

As parent/carer of the student named I confirm that I agree to his/her taking part in this scheme. I confirm that I have informed the school of any medical condition which could result in an unnecessary risk to his/her health or to the health or safety of another person. (Should you be in doubt please contact the Work Experience Coordinator before signing).

Signed

Date

Print name

Work Experience Application Form

Please return to Student Services

FIRST NAME: _____

SURNAME: _____

TUTOR GROUP: _____

ADDRESS: _____

POST CODE: _____

HOME PHONE: _____

MOBILE PHONE: _____

DATE OF BIRTH: ____ / ____ / ____

AGE (when out on Work Experience in July 2025): _____

SUBJECT DETAILS

| Subjects being studied in Year 10 | Target Grades | Subjects being studied in Year 10 (options) | Target Grades |
|--|----------------------|--|----------------------|
| Mathematics..... | | | |
| English Language..... | | | |
| English Literature..... | | | |
| Science..... | | | |
| | | | |

LEISURE ACTIVITIES: Write about your hobbies, interests, clubs you belong to, what you enjoy doing in your free time, etc.

FURTHER EDUCATION: What are your thoughts about what you would like to do in the future? (Do you wish to go to university, work, what are your areas of interest, etc.)

WORK EXPERIENCE: Give details of any previous employment (part-time or Saturday jobs) and/ or voluntary work including dates:

ACHIEVEMENTS: List 3 achievements that you are proud of (i.e. awards, diplomas, talents, 100% attendance, participating in any local/school extra-curricular activities):

1. _____
2. _____
3. _____

HEALTH: Do you suffer from any illness or do you have any disability that might affect the kind of work you are able to do? Yes/No

If yes, please provide details.

Parents/Carer's comments:

Parent/ Carer's signature: _____

Date: _____

Student's signature: _____

Date: _____

Please request the additional Insurance application form from Year team or Student Services. This MUST be completed by the employer for Insurance purposes. If not completed child will NOT be able to attend the work placement.