



## DURRINGTON HIGH SCHOOL

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Dear Parent / Carer

### Work Experience Placement – Mon 6<sup>th</sup> to Thu 9<sup>th</sup> Feb 2023

I am writing to confirm that your child is booked into a work experience placement on the above dates. For the majority of students this will be all four days. In a small number of cases this may be less and should be known already to the student. *Please note that **all** students are back in school on Friday 10<sup>th</sup> in full school uniform. Any reference in paperwork to working on Friday is **not** correct.*

On **Tuesday 31<sup>st</sup> January** students taking part have had an assembly. If your child was on the science trip and missed this I will catch up with them on Friday.

On **Thursday 2<sup>nd</sup> February** students taking part will receive a named logbook during Period 1 along with reminder instructions on what to do next. The logbook contains an information sheet giving reminder details of their placement including dress, hours and location. If needed, further contact can be made by the student or yourselves to the employer. This might be to ask questions and to provide any final information you want to give. If you need the reminder placement information **before** Thursday please send an email with the name of your child to [thenry@durring.com](mailto:thenry@durring.com) and I will send it to you.

In addition, we hope the following actions and information are helpful.

- Please go through the logbook with your child when it comes home Thursday
- Please encourage them to complete the tasks detailed on the front page
- The logbook should be taken on placement - This is very important on Day 1 and Day 4
- The diary should be completed at the end of each day
- The logbook should be handed to their supervisor on the last day so feedback can be provided
- **The logbook should come back to school on Friday 10<sup>th</sup> Feb for Careers Day**
- We will make a digital version of the logbook available on the school website

We know that many students are looking forward to their placements but for those who may need encouragement we will be reminding them about the benefits which include, gaining independence, developing skills, making contacts for future opportunities and getting their first work experience for their C.V.

If your child is unwell on a placement day and is not able to attend, it is important that you let the employer know as early as possible. In addition, please follow the school's normal absence process.

The school's main number is **01903 244 957**

The careers team can be contacted on **01903 705 635**

In an emergency outside of school hours the careers team can be reached on **07510 145594**.

**In the unlikely event that your child can't attend their placement then they should come to school and follow their usual timetable. It is important to let the employer and the careers team know as early as possible.**

**ALL STUDENTS SHOULD BE IN SCHOOL ON FRIDAY 10<sup>th</sup> FEBRUARY FOR CAREERS DAY.**

It has been fantastic to welcome our work experience programme back this year and we are really looking forward to building up to Careers Day on Friday 10<sup>th</sup> Feb where, along with reflecting on their work experience, students will get a chance to hear from colleges and volunteers as well as take part in mock interviews. We will release more information on this exciting day next week.

Please get in touch with any questions at [thenry@durring.com](mailto:thenry@durring.com) or 01903 705 605.

Yours Sincerely

Toby Henry

Careers Leader