

KJe/jda

June 2018



## DURRINGTON HIGH SCHOOL

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Dear Parent/Carer

### Work Experience 2019

Your son/daughter will have the chance to participate in our work experience programme for one week, Monday 4<sup>th</sup> February to Friday 8<sup>th</sup> February 2019. We really value the learning opportunity which work experience provides and hope that many of our students will choose to participate.

I am sure you will appreciate that setting up placements for so many students is an enormous organisational task. For this reason we have to ask parents/carers to make initial contact with employers and get them to agree to provide placements. To help with this we have given all students access to the MET\* Database of Work Experience Hosts (password and username overleaf). **Please note that the password is for the use of Durrington High School students and their parents/carers only and must not be passed onto any other person.**

Companies recorded on the MET Database have taken students in the past, and may be able to do so again. If you do not have the internet at home, students can use the computers in the Careers Library at break and lunchtimes. If you have any problems using the database, contact the Durrington Careers Team, please do not contact the MET. If you would like your son/daughter to attend a placement not listed on the MET database, **please ensure that they have Employers Liability in the first instance.** Without this we will not be able to confirm a placement at this establishment. With over 300 students to place and other schools and colleges also seeking placements, we urge you to start actively contacting companies. The earlier you start, you have a better chance of securing work experience. For placements with the Police, Army and at Ricardo; please contact us to express an interest. We will make the initial contact to see if they are offering placements at this time.

Once provisional bookings have been made, please complete the enclosed green application form and return to the careers department (or use our letterbox on the wall outside our office). The school will, using the services of the MET, carry out Health and Safety and Insurance checks. Visiting so many employers takes a considerable amount of time and so we have a strict deadline for giving us details of placements. **The application form must be completed in full and returned to us by Friday 12 October 2018. We cannot guarantee your child will be able to participate in Work Experience if the form is returned after this date.**

On the reverse of the application form is a list of restricted jobs with guidance notes. This gives points to consider when choosing a placement. We are more than happy to discuss with you, at any time during the year, any questions, queries or possible employment contacts that you may have. Please do not hesitate to contact the careers team. Our email is: [careers@durrington.com](mailto:careers@durrington.com) 01903 705635

Although it is desirable, it is not obligatory for students to do work experience, they can choose to attend school as normal if they prefer.

Yours sincerely

**Mrs Karen Jefford**  
Careers Lead

\*Greater Brighton Metropolitan College