



DURRINGTON HIGH SCHOOL

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Executive Headteacher: Sue Marooney MBE

Head of School: Chris Woodcock

Dear Year 9 Parents and Carers,

Please find enclosed your child's **Y10 2024 Work Experience Application Pack**. Work Experience will take place from **5th to 8th February 2024** as a 4-day placement. Please go through this pack with your child to understand what work experience is, how to approach it and how the application process works.

- **A Simple Guide** – A way to view the process simply – A good starting point
- **How to Find** – A more detailed look at resources and methods to help secure a placement
- **Checklist** – A useful way of knowing its all done before handing the form back to school
- **Letter of Understanding** - This sheet should be left with the host employer
- **Own Placement Form** - To be completed by all parties and returned to careers
- **Work Experience FAQ** – Answering many questions students and parents have

The aim is for students to submit their form between now and the deadline on September 25th 2023.

Every year students search for and secure placements themselves but we know family support is incredibly valuable throughout the process. Please use your personal and professional contacts plus your experience to help your child if you can.

Work Experience Fee

We are partnering with EBP South to administer and carry out checks for each placement. These checks, which cover safety, insurance, risk assessment and business validity are important to your child's safety and placements can't happen without them being completed. As part of this package students will also receive a logbook and work experience certificate. The cost of this service is **£19**. The preferred payment method is Arbor with the online payment option going live on 1st September. Payment can also be made in cash via the school finance office. Payment needs to be made before the own placement form has been submitted so we can process it. Please contact the finance office on 01930 244 957 with any queries about payment.

We know these are challenging times and we do not want this cost to be a barrier to your child securing a placement. In this case please contact careers@durring.com and we will explore how we can support you.

Please contact the careers team via careers@durring.com if you have any queries.

Yours sincerely

Toby Henry
DHS Careers Leader