



DURRINGTON HIGH SCHOOL

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Head of School: Chris Woodcock

Dear Parents/Carers,

We hope that your child is looking forward to their work experience placement between the 5th and 8th February. This letter shares with you some key information regarding Work Experience week and we ask that you read this and discuss with your child.

Students with an approved placement will receive a named logbook in school on Friday 19th January which will include reminder details of their approved placement. Please can you support your child by reading through the logbook together and starting the preparation work. There is a checklist on the cover to help. Students have had an assembly and SME lesson to help them prepare.

Further Key Information

- We recommend contacting the employer if you or your child have questions about the placement or if a pre-visit may be useful. The inset days on 25th and 26th January are a good opportunity to do this.
- Most placements cover all 4 days unless you know that the employer indicated otherwise on the original form. Please check with the employer if you or your child are not sure.
- A limited supply of safety boots is available from careers. The placement information sheet or the employer should state if these are required. If boots are borrowed they will be checked out to your child and must be returned on the Friday.
- If your child is unable to attend their placement on one of the days it is important that you or they inform the employer. Please also follow the standard school absence reporting process.
- If your child is not on a placement they must attend school. If they are not registered on a placement or in school their absence will be marked as unauthorised.
- **All students should return to school on Friday 9th February for Careers Day. Students will take part in reflective sessions, activities and workshops to help them consider their future options. Students should bring their completed logbooks to school on this day.**

If you have questions please contact the careers team at careers@durring.com or call 01903 705 635.