



10th September 2025

DURRINGTON HIGH SCHOOL

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Dear Year 10 Parents and Carers,

Our 2026 Work Experience Programme is now live. Work experience is a valuable opportunity for young people to learn more about themselves, develop key skills, and explore career ideas. The enclosed pack explains how the programme works and how you can support your child in finding and submitting their placement. With a willing employer and a successful risk assessment, there are very few limits to what your child can do.

The dates for work experience are **Monday 2nd - Thursday 5th February 2026**. We hope to run an in-school reflection and careers day on the Friday, with details to follow nearer the time. Students without a work placement will be expected to attend school that week and follow their usual timetable.

Like most schools in Sussex, our programme is **self-placement**. This means that, with your support, your child should explore opportunities and secure an offer from an employer. Family support is often key, so we encourage you to work through this pack, talk to your child and use your own contacts and networks where possible. Family, friends, neighbours, and professional contacts are often the best place to start.

Submitting a placement

Once an employer has agreed to host, placements are submitted through the online system, Collsys. Instructions are included in this pack. Placements must be submitted by **Friday 14th November 2025**.

Registration contribution

To ensure every placement is safe and fully supported, there is a £30 Work Experience Registration Contribution, payable via Arbor at the point your child's placement is submitted. This covers costs including:

- Independent health and safety risk assessments
- Insurance and safeguarding checks
- Employer liaison and confirmation
- A logbook and certificate for every student and a full pre/post support programme

Registration & approval is required for a student to be out on placement and we have set this cost as low as possible. If for any reason, a placement is not approved, the contribution will be refunded. **We do not want this cost to be a barrier to your child taking part. A limited support fund is available to families who need it. Please contact us via careers@durring.com if you would like to discuss this confidentially.**

We are looking forward to supporting your child as they step out into the working world. Thank you in advance for your encouragement at home as your involvement makes a big difference.

Best regards,
Toby Henry
Careers Leader