

23rd January 2025

Dear Parents / Carers,

Re: Work Experience Week – (Ref:0068-24GSM)

Dear Parent / Carer,

Next week, w/c commencing 27th January 2025, your child will receive a copy of their job description based on the information provided by the employer. Pupils will also receive a work experience diary which must be completed during the placement. Please note that some employers are not able to offer a full five-day placement. If this is the case for your child, it will be included in the job description. Pupils should not be attending placement on a Saturday or Sunday.

What does my child need to do next? Pupils must contact their placement before their start date or, follow the instructions on the job description if a visit is required.

Do I (the parent / carer) need to do anything? Please read and sign the work experience agreement on page 5. Should you have any parent / carer feedback, this can be provided on page 28.

Prior to placements starting, we will contact employers regarding any medical conditions / dietary needs that you have made us aware of via the parent / carer form.

School remains responsible for the safeguarding of our pupils during work experience week. On the first placement day, we will contact the employer to check that your child has arrived, and all is going well. On subsequent days, the employer will contact us if your child does not arrive. Members of school staff may also visit during the placement.

Pupil Absence from Placement - If your child is unable to attend their placement for any reason, please telephone the employer and then school on t: 01325 380815 pressing **option 1** – please leave a voicemail if the attendance is unable to take your call.

Free School Meals (FSM) / Financial Assistance - If your child is in receipt of free school meals, parents / carers will be sent an e-voucher week commencing 3rd February 2025 for their weekly allowance. (This will be sent in the same way we issue FSM vouchers for holiday periods).

Should you require support with costs for equipment or transport, please contact us via gillsmith@longfield.nalp.org.uk / jraw@longfield.nalp.org.uk or school reception on t: 01325 380815.

My child has not secured a placement, what do we do? If your child has not secured a work experience placement, they are expected to attend school as normal. We have arranged some career-based activities / trips during work experience week, and we will contact specific families regarding these w/c 3rd February 2025.

If you have any questions or concerns **prior** to work experience week, please contact us via the following methods: -

e: Mrs Gill Smith gillsmith@longfield.nalp.org.uk

e: Mr Raw jraw@longfield.nalp.org.uk

t: 01325 380815

If you have any questions or concerns **during** work experience week, please contact Mrs Smith directly on t: 07349 730157 (please note, this number will only be available during school hours throughout work experience week.) Alternatively, you may email: gillsmith@longfield.nalp.org.uk

Thank you for your continued support.

Yours sincerely,



Gill Smith, Careers Adviser



Mr J Raw, Careers Lead