



## Work Experience 6<sup>th</sup> – 10<sup>th</sup> June

Dear Parent/Carer

Many thanks for the tremendous support you have given to our year 10 students, helping them to source and secure a work experience placement. The variety of organisations that our young people are attending is amazing and really exciting. I would also like to thank you for your patience over the last few months, as this is a new process for work experience, some things have taken a little longer than others! I will be sending out feedback forms after the week is over to establish what we can improve on for next year.

Please find below further information and a few reminders for Work experience week:

- **If your child is only attending their placement for part of the week – they must attend school as normal on the days you have told me they are not at their placement. They should arrive in school wearing full school uniform.**
- **If your child is unable to attend the placement – please inform the employer and you must report their absence with school in the usual way, via the studybugs app - <https://studybugs.com/> to avoid an unauthorised absence.**
- **Each student will be given a Work experience booklet to complete during the week if they wish to.**

If you have any queries during the week – please do not hesitate to contact me;

**Mrs Rachel Parnell**  
**Careers and Work Experience Co-Ordinator**

Davison CE High School for Girls  
Tel: 01903 233835 x252  
Email: [careers@davisonhigh.school](mailto:careers@davisonhigh.school)

**My working hours are:**  
**Monday - Thursday 8am-4pm.**  
**Friday - 8am - 3.30pm**

Our students staying on site, will be taking part in a variety of activities, including an Introduction to First Aid, CV skills workshop, Mock interviews with local employers and colleges, A presentation from the Worthing charity, Guildcare and a visit to an esteemed local company, Bowers and Wilkins. So, I sincerely hope that the whole year group, whether they are attending a placement or staying on site will have a great work experience week and I will look forward to hearing their verdicts on the world of work the following week!

Best regards

Mrs Rachel Parnell

