

Longfield Academy
Longfield Road
Darlington
DL3 0HT
T: 01325 380815 / 380816

E: enquiries@longfield.swiftacademies.org.uk
W: www.longfield.swiftacademies.org.uk

Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mr N Lindsay, BA (Hons), NPQH
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

17th March 2022

Dear Year 10 Parent / Carer,

Re: Year 10 Work Experience Update (0096-21GSM)

Due to the Year 10 work experience dates being changed to 16th May to 20th May 2022, we require updated parent / carer consent for pupils to attend their placement.

Pupils will be given a form in tutor time for parent / carers to complete. This should be returned to school by 4:00pm on Friday 1st April 2022.

If your child has not yet secured a placement, we are still able to accept forms up until 4:00pm Monday 25th April 2022.

Should you have any questions regarding work experience, please do not hesitate to contact me via reception or by emailing: gillsmith@longfield.swiftacademies.org.uk

Yours sincerely,



Mrs Gill Smith
Careers Advisor

Work Experience Placement Form 2022



This form should only be completed if you have arranged a work experience placement and the employer has confirmed the placement is available to you.

PLEASE USE BLOCK CAPITALS

To be completed by the pupil

Pupil Name _____ Tutor Group _____

Male Female (please tick)

You MUST give all employers' details and attach copies of any letters received from them.

Employer's name & date contacted _____

Who arranged this placement? Parent Friend You Other _____

Area of work (e.g. clerical, sales, engineering) : _____

To be completed by a parent/carer

I agree to the above pupil undertaking the above placement from Monday 16th to Friday 20th May 2022.

I understand that a placement will only be approved if

- all relevant information is provided by the employer before 25th April 2022 and
- the Designated Safeguarding Lead at Longfield Academy approves the placement.

I confirm that I have provided all the relevant health information overleaf.

I understand that if a placement is not approved by Longfield Academy my child must not attend.

I understand that if a placement is not approved, Longfield Academy will support my child in sourcing an alternative placement. If it is not possible to arrange an alternative placement then my child will attend school as normal.

Signed: _____ parent/carer

Print name: _____ Date: _____

Medical information - to be completed by a parent/carer

Pupil name: _____

I confirm that the pupil named above has the following allergies and/or medical conditions:

For which the following prescribed medication is needed
(please also state dosage):

Any other information which the employer should be made aware of :

I understand that Longfield Academy may have to pass on both medical and behavioural information to the employer to protect both my child and the workplace. I agree to inform Longfield Academy if there are any changes to the information provided.

In order for my son/daughter to take part in their work experience I give permission for this and any other relevant information to be shared with the work placement provider.

Signed: _____ Parent/carer

Date: _____

Completion of this form does not imply that the placement will go ahead; all placements must meet health and safety standards and have insurance.