





It is a really important opportunity

You will get from Work Experience what you put into it

Learn from the positive & negative aspects of your time

Always ask questions, always ask for help, always want to do more

Be positive and be inquisitive

Be yourself!



# This week.....

Make contact with your placement if you haven't already. Please make sure you know the answers to the following questions

- What time should you arrive and what time will you finish?
- Where to report to on the first day and to whom?
- What are break/lunch arrangements – is there somewhere to buy lunch or should you bring a packed lunch?
- What is the dress code and do you need to provide any PPE (Personal protective equipment e.g. protective footwear)?
- Do you need to bring anything extra with you?

**Your tutor or the Year team can help you do this**



# Travel .....

- On the first day, plan to be there early – e.g. 20 mins, each day aim to be there 10 mins early
- Check out how you are getting to your placement.
- Ensure you understand any timetables for public transport and the costs.
- Check for any potential problems with travel i.e. roadworks, public transport strikes.
- Have a backup plan to your method of travel in case of an unexpected scenario i.e. bicycle has a flat tyre.
- Any problems on the day, phone the organisation contact to let them know

**Your tutor can help you research routes and timings**



# Lateness / Absence .....

If you are going to be late or absent for your placement then you should:

- Contact the employer. **Make sure you have their phone number in your phone**
- Apologise that you will be late or absent and explain the reason.
- Provide an expected arrival time if you are running late.
- Provide an expected return date if you are unable to attend the placement.
- **You should also inform school as if you were off on a normal school day**



# Any issues with your placement.....

If you have any issues during your placement then you should:

- Speak to your linked person in the business and explain what your concern is to them. Don't wait and let something become a bigger worry or issue. Act on it straight away- most things can get sorted out quite easily.
- Contact your tutor at school either via ringing in or via Office 365

**If you do not feel safe at your placement for any reason, please contact school and ask to speak to the Year team.**



# Phones & Social Media

Remember it is likely the use of mobile phones will not be allowed during the placement 'working hours'.

You may be asked to:

- Place phones in bags or lockers or as a minimum, phones should be turned off or placed on 'silent'.
- Mobile phones are not permitted in childcare/school placements due to safeguarding procedures.
- Inappropriate content and use of social media whilst on placements may result in placements being terminated.



## A useful tip .....

It is a good idea to keep a diary of your experiences while on placement and write down any feedback from your employer as you may be able to use this at college or job interviews.

The employer may also be willing to provide you with a reference when you are applying for jobs, so make sure you give a good impression!

Ask for feedback



# If you are not doing Work Experience

- You will be expected in school as normal.
- You will be attending lessons and have a tutor base as normal.
- However, we will be looking to collapse the timetable as most the Year group will be out, so be prepared for your timetable to look different just for this week.