



## **DATES OF YOUR WORK EXPERIENCE PLACEMENT:**

**Monday 18<sup>th</sup> July 2022**

### **Travel Arrangements**

Pupils must make their own arrangements regarding travel to and from the place of work. Any pupil who is unsure as to the location of the placement should see Mr. Given.

### **Meal Arrangements**

During the Work Experience, you may be given the choice of using the company's canteen, taking a packed lunch or making your own arrangement.

## **IMPORTANT NOTICE**

**WE CANNOT GUARANTEE THAT  
PERSONAL PLACEMENT FORMS  
RECEIVED AFTER THE CLOSING  
DATE OF (*insert dates*) WILL BE  
PROCESSED IN TIME.**

**PLEASE ENSURE YOUR FORM IS  
HANDED IN BEFORE THE CLOSING  
DATE!**

### **Opportunity**

Although Work Experience is unpaid, it is a great opportunity to find out what it is like to be part of a working environment.

### **Working Hours**

The hours of your Work Experience may vary depending on the workplace. However, you are expected to work no longer than usual office hours – 8am until 5.30pm **NO WEEKEND, EARLY MORNING OR EVENING WORK.**

### **Parental Consent**

For insurance purposes, no pupil can be considered for Work Experience unless a **Parental Consent Form has been returned to school.**

### **PLEASE NOTE**

**Pupils who have not organised their own personal placement will be in school during the week of work experience participating in normal lessons.**

## **Personal Placements**

Most pupils make their own arrangement to go to a particular place of work. If the workplace has agreed that you can go there, then you **MUST** complete a **Personal Placement Form**. You will not be allowed to attend the placement unless this form is completed and handed to Miss Hillcoat at reception.

### **How to Make Your Own Personal Placement**

Think carefully about the type of work that you would be interested in doing.

### **Finding a Placement**

*You can:*

- Phone
- Go in person
- Write a letter of request. An example letter is enclosed.

**Personal Placements must be in before (*insert date*). No changes can be made after this date.**

### **Please note:**

- If you are interested in working with computers – you are more likely to work with computers in clerical (office work) placements.

Do not be too disappointed with rejection; some companies and organisations do not accept Work Experience pupils.