

**DATES OF YOUR WORK EXPERIENCE
PLACEMENT:**

**Monday 19th February – Friday 23
February 2024**

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

**PERSONAL PLACEMENT FORMS
WILL NOT BE ACCEPTED AFTER THE
CLOSING DATE OF
FRIDAY 12 JANUARY 2024.**

**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. **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.

We expect every pupil to be on placement in this week maximising this opportunity.

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. If you do not hand in a completed form before the deadline – you will have no work experience.

Even if you are working for a relative; you must have the placement form completed.

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

Personal Placements must be in before Friday 12 January 2024. Forms will not be accepted 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.