



16 June, 2017

Year 10 Work Experience – Final Preparations

Dear Parents and Students,

As you are aware, Year 10 students are venturing out on their Work Experience placement next week. We are busy finalising details and gathering confirmation paperwork from employers, and the students have been discussing topics in their PDH (Personal Development & Health) lessons to fully prepare them for the week ahead.

NOTE: students are supervised by one of the Year 10 teachers whilst on their work placement. Sometimes workplace communication prevents contact – if your child has not heard from their supervising teacher by Tuesday evening (27th June) please contact the school first thing Wednesday morning.

The following are a few last-minute items of preparation that the classes have been reviewing:

ONE WEEK BEFORE WORK EXPERIENCE

1. Organise transportation to/from work. Ensure that you are a little early on the first day.
2. If possible, clear all other commitments so that you can be at work for the required hours.

DURING YOUR TIME AT WORK EXPERIENCE

1. Greet your employer with a firm handshake and have a positive attitude.
2. Be on time and preferably a little early. Make sure that you return from all breaks on time.
3. Don't ask to leave early unless this has been previously arranged for an important reason.
4. Follow the dress code and all company procedures.
5. Ask questions if you are unsure and try to think of the next job to do in the day.
6. Be prepared to work as part of a team. Be helpful and courteous.
7. Expect that there will be some jobs that you cannot participate in and will just have to observe.
8. Ask your employer to complete your evaluation and fax it back to the school.

Please do not hesitate to contact us if you have any questions.

Yours in Christ,

Kath Berry
Careers Advisor