

**A Student's Guide to**

# **Laurence Jackson School's Work Experience Programme**



**Monday 6 July – Friday 10 July 2026**

## Information in this handbook

- Introduction
- Timeline and key actions
- The importance of work experience
- Your responsibilities
- How to find a placement
- Preparing for your placement
- During your placement, including **how to keep yourself safe**
- After the placement
- Student checklist
- Frequently asked questions

## Contact information

**Work Experience Coordinator:** Miss H Mitchinson – 01287 636361; [careers@laurencejackson.org](mailto:careers@laurencejackson.org)

**School Telephone:** 01287 636361

**Website:** [Careers Education Programme - Laurence Jackson](#)

# Introduction

## Welcome to the Laurence Jackson School Work Experience Programme!

Work experience is your chance to step out of the classroom and into the world of work! During your placement, you'll get to see what a real job is like, meet new people, and develop skills that will help you in the future — whatever career path you choose.

Even if your placement isn't exactly what you'd like to do long-term, **you'll still gain valuable experience**. Every opportunity teaches you something new.



## Key dates and timeline



Complete a declaration of interest form (Form A)



Completed forms to Miss Mitchinson by **Monday 20<sup>th</sup> October 2025**



Search and confirm placement



Collect an Employer Form B from your Form Tutor or Miss Mitchinson



The following people need to sign and complete the form:  
Employer  
Parent/carer  
You



Bring the completed Form B to Miss Mitchinson in the career office by **Friday 13<sup>th</sup> March**

## The Importance of Work Experience



Build confidence by meeting and working with new people



Develop communication, teamwork, and problem-solving skills



Learn how to manage your time and meet deadlines



Get a taste of different jobs and industries



Boost your CV and applications for college, apprenticeships, or part-time jobs



## Your responsibilities

You are responsible for:

- Finding and securing your placement (with support from home and school)
- Completing all forms and returning them by the deadline
- Acting professionally during your placement
- Letting your employer and school know if you are absent
- Reflecting on your experience afterwards

## How to Find a Placement

Finding your placement can feel like a big task — but with planning, confidence, and persistence, you'll find something great!

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> | <p><b><i>Step 1: Think About What Interests You</i></b></p> <p>Start by thinking about what you enjoy and where your strengths lie.</p> <ul style="list-style-type: none"><li>• Do you like being outdoors or indoors?</li><li>• Do you enjoy creative tasks or hands-on practical work?</li><li>• Are you interested in helping people, solving problems, or using technology?</li></ul> <p><b>Example sectors:</b><br/>Animal care • Engineering • Retail • Sports coaching • Healthcare • Education • Hospitality • Design • Business</p> |
| <b>Step 2</b> | <p><b><i>Step 2: Make a List of Possible Employers</i></b></p> <p>Write down local businesses, organisations, or contacts you could approach. You can use:</p> <ul style="list-style-type: none"><li>• Family, friends, or neighbours</li><li>• Local business directories</li><li>• Company websites and social media pages</li><li>• Your Careers Team's noticeboard or online resources</li></ul>                                                                                                                                         |
| <b>Step 3</b> | <p><b><i>Step 3: Contact Employers</i></b></p> <p>Be polite, confident, and professional. You can phone, email, or visit in person.</p> <p><b>Example phone script:</b></p> <p>"Hello, my name is [Your Name]. I'm a Year 10 student at Laurence Jackson School and I'm looking for a one-week work experience placement in [insert</p>                                                                                                                                                                                                      |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <p>dates]. I'm really interested in [sector/role] and wondered if you might be able to offer a placement."</p> <p><b>Example email:</b></p> <p>Subject: Year 10 Work Experience Enquiry – [Your Name]</p> <p>Dear [Employer Name],</p> <p>I am a Year 10 student at Laurence Jackson School and I am looking for a one-week work experience placement from [insert dates].</p> <p>I'm very interested in learning more about [sector/role] and would really appreciate the opportunity to gain experience in your organisation.</p> <p>Thank you for your time and consideration.</p> <p>Kind regards,<br/>[Your Name]</p> |
| <b>Step 4</b> | <p><b><i>Step 4: Keep Track of Who You've Contacted</i></b></p> <p>Create a simple table or list to record:</p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Contact person</li> <li>• Phone/email</li> <li>• Date you contacted them</li> <li>• Outcome (waiting for reply / confirmed / no spaces)</li> </ul>                                                                                                                                                                                                                                                                                        |
| <b>Step 5</b> | <p><b><i>Step 5: Complete and Return Your Forms</i></b></p> <p>Once you've secured a placement:</p> <ul style="list-style-type: none"> <li>• Complete the student and employer sections of your work experience form B</li> <li>• Get parent/carer consent</li> <li>• Return it to the Careers Office before the deadline</li> </ul>                                                                                                                                                                                                                                                                                       |



## Hints & Tips

- ☒ Be polite and professional when contacting employers
- ☒ Check spelling and grammar in emails
- ☒ Don't be discouraged if you get a "no" — keep trying!
- ☒ Be open-minded — every experience teaches you something valuable
- ☒ Ask the Careers Team for help if you get stuck

## Preparing for Your Placement

**Before you start, make sure you know:**

- Where you're going and how to get there
- What time you need to arrive each day
- What you need to wear
- Who your main contact is
- What you'll be doing each day

Ask your employer in advance if you're unsure about anything.

## During Your Placement

**While you're there:**

- Arrive on time every day
- Be polite, respectful, and enthusiastic
- Listen carefully to instructions
- Ask questions — show interest in learning
- Keep a daily record of what you did and learned — you will be provided with a Work Experience Diary to complete during your time on placement; you should spend time each day filling this in to reflect on your learning.

If you are unwell or can't attend, your parent/carers will need to contact both the placement supervisor and school before 9am.

## Keeping Yourself Safe on Work Experience

Your safety is the most important thing while you're on work experience. Follow these simple steps:

- **Always follow instructions** from your supervisor or mentor.
- **Ask if you're unsure** about how to do something safely — never guess.
- **Use equipment safely** and only if you've been shown how.
- **Wear the right clothing** and any protective gear you've been given.
- **Stay in supervised areas** — don't work alone or in areas you shouldn't be.
- **Report anything unsafe** straight away to your supervisor or teacher.
- **Take care when travelling** to and from your placement, especially if using public transport.
- **Use your phone appropriately** — only during breaks and never while working or using equipment.
- **Trust your instincts.** If something doesn't feel right, it probably isn't — tell someone you trust.

## What's Acceptable and What's Not

This section explains not only **how you should behave**, but also **how others should behave towards you**. Everyone has the right to feel safe, respected, and treated fairly while on work experience.

To make sure everyone feels safe and respected:

### ☒ Acceptable behaviour:

- Being polite, respectful, and professional
- Listening to instructions and following rules
- Asking for help when you need it
- Reporting problems, accidents, or unsafe situations



### ☐ Unacceptable behaviour:

- Swearing, bullying, or inappropriate language
- Using your phone or social media during work time
- Sharing photos or information about your placement online without permission
- Doing tasks you haven't been trained for
- Ignoring safety instructions or taking risks

## What To Do If You Feel Unsafe

If something doesn't feel right — for example, someone makes you uncomfortable, you're asked to do something unsafe, or there's an accident — you should:

1. **Tell your supervisor straight away.**
2. **Contact your parent/carer or the school.**
3. **If you ever feel in danger, leave the situation immediately.**

Your school and your family want to make sure you are safe and supported throughout your placement.

## After Your Placement

- Update the CV you created on Making Opportunities Day with your new experience in the workplace
- Send a thank-you e-mail or card to your employer or supervisor, expressing appreciation for the opportunity
- Reflect on employability skills developed and set targets for further development.

Your employer will also provide feedback that will be shared with you in your work experience diary.

## Student Checklist

### ☒ Before Your Placement

- ☐ I have found and confirmed my placement
- ☐ My forms are completed and returned to school
- ☐ I know my travel arrangements and start/finish times
- ☐ I know what to wear and what to bring
- ☐ I have my employer's contact details saved
- ☐ I've asked about any health & safety requirements

### During Your Placement

- ☐ I arrive on time every day
- ☐ I show a positive attitude and good manners
- ☐ I ask questions and take initiative
- ☐ I complete tasks carefully and safely
- ☐ I record what I've done and learned each day

### After Your Placement

- ☐ I've thanked my employer for the opportunity
- ☐ I've completed my reflection sheet
- ☐ I've shared feedback with my tutor
- ☐ I've updated my CV with my new skills

## Frequently Asked Questions



### **Q1: What if I can't find a placement?**

A: Don't panic — ask for help from your form tutor, parents, or the Careers Team. Keep looking and try a range of different sectors.

### **Q2: Can I work with a family member?**

A: Yes, as long as the placement meets health and safety and safeguarding checks.

### **Q3: What if my placement falls through?**

A: Let the Careers Office know straight away. We'll help you find another one.

### **Q4: What should I do if I'm ill?**

A: Contact your employer **and** the school before the start of the day.

### **Q5: Will my placement be safe?**

A: All placements are checked by the school for health and safety and insurance. If you are concerned about your safety, speak to our career team before you go on the placement or throughout the week.

### **Q6: Do I get paid?**

A: No — work experience is unpaid, but you'll gain something more valuable: skills and experience for your future!

### **Q7: What should I wear?**

A: Ask your employer beforehand. Choose neat, comfortable clothes suitable for the workplace — avoid jeans, hoodies, or trainers unless told otherwise.

### **Q8: Can I take time off during the week?**

A: No — attendance is expected every day. Absences should only happen if you're genuinely unwell.

### **Q9: What if I don't enjoy it?**

A: That's okay! Sometimes finding out what you *don't* want to do is just as useful. Focus on what you can learn from the experience.

### **Q10: What happens afterwards?**

A: You'll reflect on what you learned and complete a short feedback activity in school. You'll also receive feedback from your employer.