



# WORK EXPERIENCE HANDBOOK

**Year 10: Monday 6<sup>th</sup> July to Tuesday 7<sup>th</sup> July 2026**

**Year 12: Monday 6<sup>th</sup> July to Friday 10<sup>th</sup> July 2026**

# WELCOME

We are delighted to announce that we are now offering work experience for Year 10 at King's, in addition to the established Year 12 programme.

All Year 10 will take part in a two-day placement designed to give them a real insight into the world of work. Year 12 will have five days of work experience.

## Why is Work Experience Valuable?

- Develops essential skills such as communication, teamwork, and problem-solving.
- Builds confidence and independence, preparing students for life beyond school.
- Provides real-world experience, helping students make informed decisions about future careers and study options.
- Strengthens CVs and applications for college, apprenticeships, and jobs.

## Our Commitment to Careers Education

At King's, we believe work experience is more than just a placement, it is an opportunity to discover interests, explore career paths, and learn what employers expect. Students often return with a clearer sense of direction and improved motivation for their studies.

## Government Guidance and Gatsby Benchmarks

The Department for Education strongly encourages schools to provide meaningful encounters with employers. Work experience supports Gatsby Benchmark 6: Experiences of Workplaces, which is a key part of high-quality careers education.

The Gatsby Benchmarks are a nationally recognised framework for excellent careers provision. As a school, we are fully committed to meeting all eight Gatsby Benchmarks to ensure every student receives outstanding careers education and guidance.

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# FREQUENTLY ASKED QUESTIONS

## **Do I have to go on a work experience placement?**

All students are expected to take part in work experience. It is a valuable opportunity to develop workplace skills, gain insight into different careers, and strengthen future applications for college, apprenticeships, or employment. Any student not able to go on work experience will be given opportunities for career-related trips and online experiences during these days instead.

## **Does my placement have to be in Brighton?**

No. Your placement can be anywhere in the UK. However, it must be somewhere you can travel to easily or a location where you have a close family member or family friend who can host you during the placement. ***Please note that we cannot authorise extra days off school for travel, so your arrangements must fit within the allocated work experience week.*** Your parents/carers must also agree to and support the arrangements.

## **Do I have to spend all two days at the same placement, or can I go to different placements?**

You may split the days across different placements. However, each placement must complete the same health and safety checks. Please keep in mind that finding one placement can be challenging, so arranging more than one may be even more difficult.

## **What should I do if I have found a placement, but they can only offer one day?**

Secure the placement for the days they can offer and then try to find an additional placement for the remaining day. If you are unable to arrange a second placement, you will spend any unfilled days in school.

## **I have secured a placement, but the days offered are outside the dedicated work experience dates – can I still go?**

No. Unfortunately, we will only authorise work experience during the scheduled dates. This is to minimise disruption to learning and ensure that all students are out at the same time.

## **Is there anywhere I am not allowed to go on my work experience placement?**

Your placement must meet the health and safety requirements outlined on page 8. In summary, the employer must have employer liability insurance and complete a risk assessment appropriate for the age of the student. This means the assessment must specifically address risks for under-16 students on work experience and, in the case of sixth form students aged 16–18, it should reflect their level of maturity and capability. If these requirements are not met, the placement cannot be approved.

## **Can I do a virtual/online work experience placement?**

We strongly recommend an in-person placement, as nothing compares to experiencing a professional environment and interacting face-to-face. These skills cannot be fully

developed through virtual experiences. However, we understand that some excellent online opportunities have emerged since the pandemic. We will consider virtual placements on a case-by-case basis, provided they are live, interactive, and supervised by staff from the company. Pre-recorded or self-paced programmes will not be approved.

### **Can I do my work experience where I already have a part-time job?**

Yes, this is possible, although it is not recommended. Work experience is an opportunity to broaden your skills and try something new. If you choose a placement where you already work, you are less likely to gain new experiences. Please note that you must not be paid for your work experience.

### **What should I do if I have no idea what career I am interested in?**

Do not worry, this is completely normal. Many people do not decide on a career until much later, and most adults change careers several times during their lives.

Work experience is a great way to explore different options and discover what you enjoy (or don't enjoy). You might consider a placement where you can experience different departments or roles during your two days. This can help you learn more about the types of work that interest you.

If you are looking for ideas, Unifrog is a great place to start. You can complete the quizzes to help identify careers that might suit your skills and interests.

Remember: almost all work experience is valuable. Even if the placement is not in your preferred field, you will gain transferable skills such as communication, teamwork, and time management that will help you in any future role.

### **What should I do if I am struggling to find a work experience placement?**

- Ensure you read this booklet fully which gives you lots of advice, support and ideas.
- Speak to your tutor who might be able to help you with coming up with more ideas. If they are unable to help, they will be able to inform the careers team to see if we can offer any further advice or potentially match you with a placement that we have secured.
- Consider expanding your search to an area not of direct interest where work skills can still be learned; this might include volunteering for a charity.

### **What should I do if I am unable to secure a work experience placement, or if my placement is cancelled at the last minute and I can't find an alternative?**

You will be expected to come to school in this instance. We will provide alternative activities to do during this time.

### **What hours should I work during my placement?**

Your working hours should be agreed with your employer before the placement begins. They must be no more than 8 hours per day and between 7.00am and 7.00pm. You should

aim to follow the typical hours for that role, as this will give you the most realistic experience of the workplace. In many cases, this may mean working longer hours than on a normal school day.

### **What breaks should I get during my placement?**

You must not work for more than 4.5 hours without a break of at least 30 minutes. Employers are informed of this requirement, and you should feel confident asking for your break if needed.

### **Do I get paid for my work experience placement?**

No. Work experience placements are unpaid. The purpose of the placement is to help you gain skills, experience, and insight into the workplace, rather than to earn money. However, some employers may choose to cover travel or lunch costs - this is at their discretion.

### **What should I wear when on my placement?**

You should dress in a way that is appropriate for the workplace and reflects a professional attitude. If the company has a dress code, follow it carefully. If you are unsure, smart casual is usually a safe choice - avoid ripped jeans, shorts, or clothing with large logos or slogans. Comfortable shoes are important, but they should still look neat.

If your placement involves practical work (such as in a workshop or outdoors), ask in advance if you need specific clothing or safety equipment. Always clarify dress code expectations with your employer before your placement begins. Aim to look tidy and respectful.

# SECURING A PLACEMENT

At King's, we are committed to helping every student access meaningful work experience. Here is what we are doing:

## **Securing Guaranteed Placements**

We are actively working with our existing employer network and seeking support from parents, carers, and the local community to create a list of guaranteed placements for our students.

Students will be matched to these placements based on their stated areas of interest (via their tutor), with priority given to those who have limited personal networks.

## **Providing Direct Application Opportunities**

We are compiling a list of local work experience opportunities that students can apply for independently. Many large companies run their own dedicated work experience programmes, and some of these will take place during the same week as our school's work experience.

## **Using This Booklet as a Support Tool**

This booklet is designed to help students take the lead in securing their own placements. It includes practical tips, example email templates, phone scripts, and guidance on how to approach employers confidently. Learning the skills involved in finding and securing your own placement is a great way to build independence, communication skills, and resilience - qualities that employers value.

# HEALTH AND SAFETY REQUIREMENTS

Before you begin searching for a placement, please read the following carefully. These requirements are in place to keep students safe and ensure employers are prepared.

## Essential Requirements

- **Employer Liability Insurance:** All placements must have valid employer liability insurance.
- **Risk Assessment:** Employers must have an up-to-date risk assessment for hosting young people in the workplace.
- **No Sole Traders:** Placements cannot be with sole traders (businesses with only one person and no employees).

If a placement involves additional risks, the employer will be asked to provide a copy of their risk assessment. We will review this and decide if the placement is suitable.

## Working with Vulnerable Groups

- Some employers may require a DBS check (criminal records clearance) for roles involving vulnerable groups.
- It is possible to work with vulnerable groups without a DBS check, but you must be supervised at all times.
- Some placements cannot manage this supervision and will require you to have DBS clearance.
- Important: DBS checks can take several weeks and may cost up to £49.50, depending on the level of clearance. This cost is usually paid by the student/family, and the school cannot contribute to these costs.
- Please consider this when contacting employers.

## Checklist for Students and Parents

Before confirming a placement, make sure you have:

- Asked the employer if they have Employer Liability Insurance.
- Confirmed they have an up-to-date risk assessment for young people.
- Checked the employer is not a sole trader.
- Discussed any additional risks and whether a copy of the risk assessment is needed.
- Asked if a DBS check is required (If the placement involves working with vulnerable groups) and understood the cost and time involved.
- Considered whether the placement can provide appropriate supervision if DBS clearance is not possible.

# LOOKING FOR A PLACEMENT

## Use Your Personal Network

Start with family and friends: Ask if they know anyone in the industry you are interested in; many opportunities come through word of mouth. Many companies will also only offer work experience to children or close contacts of staff members. It is therefore a good idea to utilise your close family network to see if they can help.

## Explore Local Community Groups

- Facebook and community forums: Ask parents to join local groups where businesses and residents share opportunities.
- Post a short introduction: Explain who you are, what you are studying, and the type of experience you are looking for.
- Check business posts: Many small companies advertise informal placements in community spaces before official job boards.

## Search Local Employer Websites and Social Media

- Look for a 'Careers' or 'Work Experience' section on company websites.
- Even if nothing is advertised, email them directly - many placements are arranged informally.
- Parent/carers who use LinkedIn can connect with staff at companies you are interested in and reach out to them directly on your behalf.

## Contact Local Businesses Directly

- Make a list of companies in your area related to your interests.
- AI platforms can be helpful when creating a list. For example, you can ask ChatGPT 'Give me a list of manufacturing businesses in Brighton'.
- Call or email them using a professional script or template (below).
- Personalise your message - mention why you are interested in their company.

## Use Volunteering as a Stepping Stone

- Volunteering in a related field can help you gain experience and make connections.
- Check local charities, community projects, and non-profits.

## Supporting Students with SEND and Medical Needs to Secure Work Experience

Work experience is an exciting opportunity for all students, and we want to ensure that those with Special Educational Needs and Disabilities (SEND) or medical needs feel supported and safe throughout the process.

## Finding a Placement

- Parental Support: While we encourage all students to take ownership by contacting employers, some students with SEND may need extra help. Parents can support them by making initial contact or accompanying the student during

discussions.

- Suitability: Consider placements that match the student's strengths and needs. For some, a familiar environment such as working with a family member or close friend may be more appropriate.
- Clear Communication: Before confirming a placement, ensure the employer understands the student's needs and can provide the necessary support.

### Our Role

- We will liaise with the SENCo and support families to source suitable work experience placements where needed. If you require assistance, email [admin@kingsschoolhove.org.uk](mailto:admin@kingsschoolhove.org.uk)
- Where placements have been secured for students with significant needs, we will contact the employer directly to confirm they are prepared and have completed a suitable risk assessment.

### Important Steps for Families

- Forms: Students must answer questions about SEND and medical needs honestly and in detail on the Unifrog form. Parents should help complete these forms to ensure accuracy. This ensures that the placement can complete an appropriate risk assessment based on the needs of the individual student.
- Reminders: On the day, students should remind staff at the placement about any needs, especially if new people are supervising.
- Medication: Bring any required medication (e.g. inhalers, epipen) and keep it accessible.

### Top Tips for Success

- Talk through the placement details with your child so they feel confident.
- Encourage them to speak up if they feel worried or need help during the placement.
- Let us know early if you anticipate any challenges - we are here to help.

# IDEAS FOR PLACEMENTS

Not sure where to start? Here are some suggestions for different career areas. Remember, these are just examples - think broadly and be creative!



## Medicine/Health Care

Securing work experience in hospitals can be very challenging. Hospitals are extremely busy and receive a high number of requests. Due to the sensitive and confidential nature of their work, they can usually only offer a small number of placements, and these are often on fixed dates that may not match our work experience week.

Some hospitals may be more flexible if you are the child of a member of staff or have a close family connection. We strongly recommend speaking to family and friends to see if they can help.

Please note that in many clinical settings, you may not be able to carry out hands-on tasks. Most opportunities will involve shadowing and observing. If you are looking for something more practical, consider the following alternatives:

- **Hospitals** (non-clinical shadowing, e.g. admin or patient liaison)
- **GP surgeries** (reception or admin support)
- **Physiotherapy clinics**
- **Dental practices** (observation, shadowing or admin)
- **Pharmacies**
- **Care /nursing homes** (support with activities, companionship, and non-clinical tasks for elderly residents)
- **Day centres for older adults** (helping with social activities, serving refreshments, and engaging with service users)
- **Community health projects** (local initiatives supporting vulnerable groups, e.g. wellbeing programmes, exercise classes for older adults)
- **Charities supporting vulnerable people** (examples: Age UK, Alzheimer's Society, or local disability support charities - help with admin, events, or befriending schemes)
- **Hospices** (assisting with fundraising, admin, or volunteer roles that involve interacting with patients and families)
- **Special Educational Needs (SEN) Schools** (supporting classroom activities or helping with sensory play under supervision)
- **Mental health support groups** (helping with group activities, admin, or refreshments for service users)
- **Community centres** (assisting with programmes for vulnerable adults, families, or those with disabilities)

- **Primary Schools** (children are considered a vulnerable group and so working with them is viewed positively when looking to get into health care)
- **Food banks/homeless charities** (engaging with service users in a supportive environment while helping with practical tasks)

These options often provide more opportunities for direct interaction and support, helping you develop valuable skills such as communication, empathy, and teamwork.



## Midwifery

- Maternity units (hospital schemes)
- Community midwife teams
- Health visitor services
- Postnatal support groups (including mental health, breastfeeding etc.)
- Baby and toddler groups
- Women's centres/charities that support women and children



## Psychology/Mental Health

This can be a challenging area for work experience because of confidentiality requirements when working directly with service users. However, there are still excellent ways to gain insight into mental health careers - think creatively and explore these options:

- **Mental health charities** (examples: Mind or local wellbeing organisations - may involve helping with events, admin, or community projects)
- **Counselling services** (support with admin tasks or reception duties to understand how services operate)
- **Primary school pastoral teams** (assist with wellbeing activities or classroom support under supervision)
- **Community wellbeing centres** (help with group activities, admin, or supporting events that promote mental health)
- **Mental health support groups** (volunteer to assist with refreshments, setting up sessions, or welcoming attendees)



## Veterinary

Many veterinary practices do not allow work experience for students under 16, so while it is still worth contacting local practices, you should also think more broadly about places where you can gain hands-on experience with animals.

Consider:

- Animal shelters or rescue centres
- Wildlife rehabilitation centres



## Law

- Local solicitors' offices
- Barristers' chambers
- Legal aid organisations
- In-house legal teams (many large companies such as engineering firms have their own legal departments which can offer valuable experience)

Courtroom Experience:

Sitting in the public gallery can be excellent for understanding court proceedings. However, this cannot be authorised during work experience week unless you are hosted by a solicitor or barrister who has completed the required health and safety checks.



## Computer Science / IT

- IT support companies
- Software development firms
- Web design agencies
- Local businesses needing tech support
- Cybersecurity firms
- In-House IT teams (all large companies and most medium/small companies, such as engineering firms, the finance sector, universities etc. will have their own in-house IT teams)



## Engineering

- Manufacturing companies
- Civil engineering firms
- Construction companies
- Automotive garages
- Utilities companies



## Finance/Maths

- Banks (customer service or admin)
- Accountancy firms
- Insurance companies
- Financial planning services
- Local council finance departments
- In-house finance/payroll teams
- Most businesses (for example retail, construction, education) will have in-house finance teams

# CONTACTING EMPLOYERS

When you contact an employer, whether by email or phone, you are representing yourself and your school. A polite, professional approach shows that you are serious, reliable, and enthusiastic about the opportunity. Employers are more likely to offer a placement to students who communicate clearly and respectfully. Taking the time to make a good impression can greatly increase your chances of securing work experience.

Below are examples of an email template and phone call script designed to help you make a positive first impression when contacting employers.

We strongly recommend that you personalise these as much as possible - adding your own details and tone will help you stand out. Demonstrating knowledge of the company and explaining why you specifically want work experience with them can make a big difference. It is also a good idea to identify a specific contact person from the company's website and address them by name, rather than using a generic greeting like 'Dear Sir/Madam'.

If you do not receive a response within five working days, it is advisable to send a polite follow-up email to confirm your original message was received. If there is still no reply, follow up with a phone call. This demonstrates persistence and shows that you are taking the opportunity seriously.

# EMAIL TEMPLATE

**Subject:** Work Experience Placement Request – [Your Name]

Dear [Recipient's Name or "Sir/Madam"],

My name is [Your Name], and I am a Year [10] student at King's School Hove. I am writing to ask if you would consider offering me a work experience placement for two days from [date] to [date].

I am very interested in learning more about [industry/role, e.g., law, healthcare, engineering] and gaining an understanding of what it is like to work in this field. I believe this experience would help me develop important skills such as communication, teamwork, and time management (make this as personalised as possible).

If possible, I would be grateful for the opportunity to shadow your team and assist with any tasks that are suitable for someone of my age. Please let me know if you require any further information or documents from me.

Thank you for considering my request. I look forward to hearing from you.

Kind regards,  
[Your Full Name]  
[Your Contact Details]  
[School Name]

# PHONE CALL SCRIPT

## Before you call:

- Have the company name, the person you want to speak to (if known), and your details ready.
- Be polite, clear, and confident.
- Practice what you are going to say with a parent/carer.

## Opening:

"Hello, my name is [Your Name], and I am a Year [10 or 12] student at King's School Hove. Could I please speak to the person who handles work experience or placements?"

*If transferred or speaking to the right person:*

## Introduction:

"Hi, my name is [Your Name], and I'm currently studying for my [GCSEs or A Levels] at King's School Hove. I'm really interested in [industry/role] and was wondering if your company would be able to offer me a work experience placement from [date] to [date]?"

"I've read about your company, and I'm particularly interested in [specific aspect of their work or project]. I think it would be a great chance to learn more and develop my skills."

## Close:

"Thank you so much for your time. Could I take down your email address to follow up with more details?"

*Write down any instructions they give you and thank them again.*

# RECORDING YOUR PLACEMENT

## Step 1 – Student Initial Form

- Log in to your personal Unifrog account. If you experience any issues logging in, please speak to Mrs Coles.
- From the dashboard, click the purple ‘Placements’ box, then select ‘Add New Placement’ to enter the details.



- Complete all the questions on the form. This includes:
  - Employer details (name, address, and contact information).
  - Your parent/carer’s contact details.
  - For the placement co-ordinator question, students should select Mrs Coles

## Step 2 – Employer Initial Form

- The employer will receive an email from Unifrog asking them to complete a short form.
- This form requests confirmation of key details, including:
  - Health and safety procedures.
  - Risk assessments.
  - Evidence of employer liability insurance.

## Step 3 – Parent/Guardian Agreement

Parents/guardian will receive an email from Unifrog asking them to review all the information provided by the student and the employer. They will then be asked to give permission for the placement to go ahead. Permission should only be given if they are fully satisfied with the details.

## Step 4 – Permission (from King’s School)

Once the student, employer, and parent/guardian have completed their sections, staff at King’s will review the information. If we are satisfied that all requirements, including health and safety, are met, we will approve the placement. If any concerns arise, we will contact the employer or parent/guardian directly to discuss and resolve them.

**Watch a short video which takes you through the steps above.**

# PREPARING FOR YOUR PLACEMENT

Work experience is an exciting opportunity to learn about the world of work and develop skills that will help you in the future. To make the most of your placement, preparation is key. Here are some steps to help you get ready:

## One Week Before: Contact Your Employer

It is important to confirm the details of your placement about a week before you start. Some of this information may be on the Employer's Initial Form on Unifrog, but you should still make the call/send an email. Ask about:

- Where to go on your first day.
- Start and finish times.
- Who to ask for when you arrive.
- What you are expected to wear.
- Lunch arrangements – Is there a canteen or do you need to bring your own?

## Research the Organisation

- Find out what the company does, its values, and the type of work you will be involved in.
- Look at their website or social media pages to understand their culture and recent projects.

## Plan Your Journey

- Check the location and how you will get there. Practice the route if possible.
- Make sure you know the start and finish times and allow extra time for travel.

Tip: To avoid being late, allow plenty of extra travel time. Traffic in Brighton can be very busy during peak hours, so plan ahead. If you are travelling by bus, assume there may be delays or that some buses might not arrive. Make sure you know alternative routes and times and choose a departure time that gives you backup options, so even if one bus does not show, you can still arrive on time.

## Dress Appropriately

- Ask about the dress code in advance. If unsure, smart and tidy is always a safe choice.
- Make sure your clothes and shoes are comfortable for the tasks you will be doing.

## Prepare the Essentials

- Bring a notebook and pen to take notes.
- Pack lunch and a drink unless you know food will be provided.
- Keep emergency contact details and any required documents (e.g. placement letter) with you.

## Understand Expectations

- Be punctual, polite and enthusiastic.
- Listen carefully, ask questions, enthusiasm, and show interest in learning.
- Remember, this is a professional environment, so use appropriate language and behaviour.

## Set Personal Goals

- Think about what you want to learn - new skills, understanding a career path, or improving confidence.
- Write down two or three goals and review them during your placement.
- Prepare some questions you would like to ask about the role, the organisation, or career paths. This shows initiative and helps you learn more.

## What to Do if You Cannot Attend Your Placement

Sometimes unexpected things happen, and you may not be able to attend your work experience placement. If this occurs, it's important to act quickly and professionally:

### Steps to Follow

1. Contact your employer immediately
  - Call them as soon as you know you cannot attend. Do not rely on email or text unless you have no other option.
  - Do this as early as possible, unless the reason is unexpected, you should be doing this at least an hour before the start time of your placement.
  - Explain the reason clearly and politely. If you know how long you expect to be off, let them know and keep them updated regularly if things change.
2. Inform King's
  - Contact the attendance line (01273 840004)

Do not simply fail to turn up - this can damage your reputation and the school's relationship with the employer.

## What to Do if You Are Running Late

1. Call your employer immediately
  - Let them know your estimated arrival time.
  - Apologise for the delay and explain briefly (e.g. transport issues).
2. Do not panic
  - Arrive as soon as possible and stay calm. Being honest and polite goes a long way

# DURING YOUR PLACEMENT

Your placement is a chance to learn, grow, and experience the world of work. Here's what you need to do to stay safe, make a great impression, and get the most out of the week.

## Induction Checklist

When you arrive, your employer should give you an induction. Make sure the following are covered:

- Who is your point of contact.
- Where the welfare facilities are (toilets, break areas)
- What to do if the fire alarm sounds.
- Where the First Aid kit is located and who the appointed First Aider is
- Any Health and Safety requirements you need to follow.
- Any tasks you are NOT allowed to do.

If anything is unclear, ask questions. Your safety and understanding are important.

## Key Points to Follow

- Be polite, respectful, courteous, friendly, and professional.
- Show interest, ask questions, and challenge yourself.
- Complete as many different activities/tasks as possible.
- Aim to speak to employees in different roles to learn about varied careers.
- Avoid using your phone or social media during work hours.

## Take Notes Effectively

Taking notes during your placement is essential for remembering what you have learned and reflecting later. Here is how:

- Write down key tasks and skills you observe or practice.
- Record names and job titles of people you meet.
- Note any advice or tips given by your supervisor or colleagues.
- Use bullet points for clarity and keep your notebook organised by date.
- Review your notes at the end of each day to reinforce learning.

## Your Work Experience Journal

A few weeks before your placement, you will receive a printed copy of your Work Experience Journal. This journal is designed to guide you through your placement by helping you record key information and reflect on your experiences. It also includes a range of tasks and activities for you to complete during your time at the workplace, making sure you get the most out of the opportunity.

## At the End of Your Placement

On your final day, make sure you thank the key people who have supported you during your placement and make an effort to say goodbye to colleagues. A polite and positive farewell leaves a lasting impression.

If there is anyone you would like to keep in touch with for future advice or networking, ask if they would be happy to share their work email address. Always be respectful - some workplaces have strict policies about sharing contact details.

It is a good idea to ask for feedback on your performance and what skills you could develop further. This shows initiative and a willingness to learn. Employers will provide written feedback through Unifrog, but it is always best to request face-to-face feedback as well. This gives you the chance to discuss their comments, ask questions, and gain valuable advice for your future development.

### **What to Do If You Feel Unsafe or Unhappy at Your Placement**

Your safety and wellbeing are the most important things during work experience. You may be asked to do something new or challenging – that is part of learning!

If at any point you feel unsafe, uncomfortable, or unhappy, here's what you should do:

#### **1. Speak Up Immediately**

- If something feels wrong, tell your supervisor or the person responsible for you at the placement.
- Explain clearly what is making you feel unsafe or unhappy.

#### **2. Contact Your School**

- Call King's as soon as possible on **01273 840004**
- If for any reason, you are unable to use a phone, email [admin@kingsschoolhove.org.uk](mailto:admin@kingsschoolhove.org.uk)
- We will support you and decide the next best steps.

#### **3. Do Not Ignore the Situation**

- If you feel unsafe, leave the situation and move to a safe space.
- Never stay silent - your concerns will be taken seriously.

#### **4. Emergency Situations**

- In the very unlikely event that you feel you are in immediate danger, **call 999** and then inform King's.

# AFTER YOUR PLACEMENT

## Send a Thank You Email

After your placement, write a short thank you email to your main contact or supervisor within 24–48 hours. Keep it professional and positive. For example:

### **Subject:** Thank You for My Work Experience

Dear [Name],

Thank you for giving me the opportunity to complete my work experience with [Company Name]. I really enjoyed learning about [specific task or area] and appreciated the support from you and the team.

Best regards,  
[Your Name]

This simple gesture shows professionalism and helps maintain a positive connection for the future.

## Employer Review Form

Once the placement has ended, your supervisor will be asked to give feedback through Unifrog. They will rate your performance in areas such as communication, teamwork, independence, and overall attitude. You will be able to view this feedback in Unifrog.

## Student Review & Reflection

You will then complete a short reflection on your work experience and give feedback to the employer through Unifrog.

There are also reflection questions in your printed Work Experience Journal, which you will receive before your placement. Use these to help you think about what you learned and how it will help you in the future.

## Next Steps

Use your journal and Unifrog reflections to update your CV. Include any new skills or experiences gained during your placement.

# CONTACT INFORMATION



01273 840004



<https://kingsschoolhove.org.uk/>



[admin@kingsschoolhove.org.uk](mailto:admin@kingsschoolhove.org.uk)



R|E|T

RUSSELL EDUCATION TRUST