



INFORMATION FOR WORK EXPERIENCE STUDENTS

Welcome to our school. We are delighted that you have chosen to use this time to gain valuable experience in working with children. For the benefit of all students in school as well as staff, children and their parents, the following guidelines apply.

Dress Code

Dress should be smart. Jeans, white or bright trainers and sports clothes are not acceptable unless you are taking part in a PE lesson or accompanying a trip out of school.

Arrival and Departure

Please arrive at 8.30am and leave at 3.30pm unless you have offered to take part in an after school activity.

Breaks

Playtimes should be spent outside with the children. You will need to bring a drink. At lunchtime we recommend that you either leave the site (many visiting students live locally), or speak to your class teacher about an appropriate place to have lunch. Lunch is available from the canteen and you may eat with the children if you wish.

Staffroom

The staffroom is for staff only. Trainee teachers use the room for photocopying and work preparation and because they are here for long periods, they are considered to be staff members. However space is limited and we do ask that work experience students do not use the staffroom.

Working with Children

Please be polite to children and staff at all times. Never leave a child unattended even for short periods of time. If you have concerns about a child, then please speak to your class teacher.

Classroom Practice

We normally ask students to help in class during spare moments. There are always pencils to be sharpened, books to be tidied, and cloakrooms to organise and of course children to speak to. If you are unable to attend for any reason, please ring the school from 7.30am onwards and leave a message.

We hope that this guide sheet is helpful and that you enjoy your time with us. If you wish to discuss your placement, please speak to the school secretary and she will make arrangements with an appropriate person. Otherwise, your class teacher will help whenever possible.



