



Work Experience 2021/22

Student Expectations

Students should follow the below expectations and guidance during an unpaid Work Experience placement:

- ❖ Students should not begin their placement until they have had notification from the Academy that it has been approved.
- ❖ Students are representing the Academy during their placement and should act professionally at all times; this includes being well dressed throughout the placement.
- ❖ Placements are only to be carried out between the following hours during the hours of 0830 hrs and 1500 hrs.
- ❖ Students should be punctual for placements and attend at the agreed dates/times, unless ill or have another authorised absence.
- ❖ If a student is ill on the morning/day of their placement, their Parent/Carer is to ring the Academy, as normal. When calling, Parents/Carers should make it clear that the student has Work Experience that day.
- ❖ As part of our safeguarding responsibility, when the Academy has been notified of an absence, they will then contact the employer to let them know. **Therefore, students do not need to contact the employer directly.**
- ❖ The Academy should be contacted immediately in case of an emergency.
- ❖ Students must complete their own daily log to document what they have learnt and achieved at their placement.
- ❖ At the end of their placement, students will be asked to provide feedback in order to share experiences.
- ❖ If students have any issues or concerns about their placement, they should contact Mrs Meakin as soon as possible.
- ❖ If students would like to complete further work experience outside of the hours/days previously agreed with the Academy, they should speak to Mrs Meakin before this can be approved.

Academy Emergency Contact details

Sixth Form Academy - 01827 301820 (adminteam@lfatsf.org.uk)

QEMS Academy - 01827 301820 (adminteam@lfatsf.org.uk)

Mrs L Meakin (Assistant Principal) - 01827 301820 (lmeakin@lfatq.org.uk)

Mrs S Jordan (WEX Co-ordinator) - 01827 301820 (wex@lfatsf.org.uk)