

## Information for potential employers

Thank you for considering taking on a student from St Mary Magdalene's for work experience, we hope that this will be a beneficial experience for both the students and for you.

In order to prepare for the placement please ensure the student returns an 'Own Find' form to the school – they should present you with a physical copy of this, but there is also a digital copy attached on the careers section of our website.

Please see the below information for more detail on the purpose and expectations for work experience, and do not hesitate to get into contact with the following people if you have any questions.

- Kelly Machin, Behaviour Manager – [kmachin@koinoniafederation.com](mailto:kmachin@koinoniafederation.com)
- Eva Botha, Careers Lead – [ebotha@koinoniafederation.com](mailto:ebotha@koinoniafederation.com)
- School office - 0203 873 5555

### **What is work experience and why do we do it?**

Work experience is unpaid time spent in a workplace learning about a job role, a company or a career sector. This can be physical work experience or this can be virtual work experience, where young people work remotely using digital technology, without having to go in to the workplace. It can be useful for career progression and helps young people to gain skills and decide what to do for their future profession. This is a chance for them to watch someone doing a job for a week and gives them an idea of what might be involved in a job rather than hands-on experience.

### **The benefits of work experience**

When completing work experience it gives young people the chance to:

- Explore their interests
- Find out more about what specific jobs entail
- Learn new skills or build on those they already have
- Meet new people and grow their network of contacts
- Boost their confidence
- Increase their future career aspirations

### **Student expectations**

The expectations of students during their time doing work experience are:

- **Dress formally or in line with the companies dress code.** This typically means no trainers, no hoodies and no tracksuits, no strapless tops, no cami tops, no plunge tops. Please discuss your dress expectations with them before they begin their placement.
- **No mobile phones.** They may have your phones with them, however please only allow them to use their phones during break/lunch time.
- **Respect.** They MUST be respectful to all staff and students. If they have overstepped these boundaries you are at liberty to terminate their placement and we will sanction them with a consequence.
- **Professionalism.** Professionalism involves consistently achieving high standards, both visibly and "behind the scenes" – whatever their role or profession. They need to adhere to the workplace rules and need to show willingness to learn, and carry out tasks in a respectful and professional manner.

- **Punctuality.** They must be on time to the place of work. In the working life punctuality is a major factor. If they are running a few minutes late they must inform the workplace as well as the school (the numbers can be found on the website).
- **Sickness.** If they are sick and they physically cannot attend the placement they must inform both you and the school office. If they do not show up and have not informed the people stated above their placement may be at risk of termination.

### **Cause for concern**

If any concerns are raised and you are worried about a student and their welfare, or they have disclosed sensitive information to you please report this to the below members of staff and we will report it to our safeguarding team via the school office number, then asking to speak to a member of our safeguarding team.

If a student has been injured at the workplace please provide the student with the correct first aid and inform the school of the injury as well as the students emergency contacts.