

# Work Experience Booklet

*Monday 6th — Friday 10th July 2026*



**Stepping stone**—an action or event that helps one to make progress towards a specified goal

**Name:**

**Tutor:**



William Perkin  
C of E  
High School

Dear Student,

I hope you find your time on Work Experience to be challenging and rewarding. This booklet will help with your preparations prior to and assist with recording information whilst on your placement. On your return you will need to self-reflect and share your experiences with others.

If you are anxious about Work Experience, please don't. Employers are friendly and want to support your development. This is an exciting time in your life to strike out and try something new. It is also a fantastic opportunity to meet with professionals, make contacts of your own and plan future Work Experience (after Year 11).

Whilst on your placement, you are representing William Perkin as well as yourself and should do so in a positive way. Your behaviour and conduct needs to be exemplary, as employers will provide us with feedback.

I wish you the very best of luck and look forward to your return.

# PRE WORK EXPERIENCE CHECKLIST

## At least 3 days before:

- Is your journey/route planned? i.e. Bus number? Train time? Tube line? Are there any planned closures/strikes?
- Complete a trial run of the journey—Plan the journey & be prepared i.e. **Always allow extra time**
- Print a map of the journey or download an app that helps
- Decide something appropriate to wear (in accordance with what your employer has agreed) and get them organised
- Do you know who you are meeting with on day one?

## The day before:

- Make sure the employers details (name, telephone numbers etc.) are saved in your phone and this booklet
- Are you taking your own lunch? - if so, now would be the best time to make it
- Try to get an early night and remember, your employer will understand if you are nervous
- Have your clothes organised and ready the day before
- Set your alarm clock

## On the day:

- Wake up first time—**No snooze buttons!**
- Try to eat something substantial i.e. cereal or fruit
- Leave with extra time—It is always best to arrive at least 10 minutes early
- Take this booklet along with you to work (**everyday!**)
- Repeat for 4 more days

**MY PERSONAL INFORMATION AND EMERGENCY CONTACTS**

**NAME**.....

**FORM**.....

**ADDRESS**.....

**SCHOOL:** William Perkin CofE High School

**SCHOOL ADDRESS:** Oldfield Lane North, Greenford UB6 8PR

**STAFF CONTACT :** Ms Dhimer/Mr Chugg

**TELEPHONE:** 0208 832 8950 /Option 4

**EMAIL:** workexperience@williamperkin.org.uk OR jchugg@williamperkin.org.uk

**NAME OF PARENT/CARER**.....

**TELEPHONE NUMBER**.....

**EMERGENCY CONTACT**.....

**THEIR TELEPHONE NUMBER**.....

**HEALTH PROBLEMS THAT MAY AFFECT YOUR PLACEMENT**.....

.....  
.....

**PLEASE ENSURE YOU FILL IN THE EMERGENCY CONTACT DETAILS AS IT MAY BE NECESSARY TO CONTACT SOMEBODY IF YOU ARE TAKEN ILL. PLEASE ALSO ENSURE THAT YOUR PARENT/CARER HAS THE PHONE NUMBERS OF THE SCHOOL AND YOUR WORK PLACEMENT**

## REPORTING AN ABSENCE

Attendance and punctuality is really important whilst on your Work Experience. Sometimes we get ill or feel unwell, **if** you are feeling unwell (**so unwell that you really can't go in**) or if are unable to attend your placement, you need to:

1. contact your employer **immediately** and inform them of your reason.
2. Your parent/carer should then make contact with the school to inform them of your absence (details provided on page 4). You need to think of the impact of missing out. **Talk to your employer on day one about absence procedures and how to report them if you needed to.**

# PLACEMENT INFORMATION

NAME OF ORGANISATION.....

ADDRESS.....

.....

.....

TELEPHONE NUMBER.....

TYPE OF ORGANISATION.....

TYPE OF WORK EXPERIENCE PLACEMENT.....

NAME OF CONTACT.....

SUPERVISORS NAME.....

HOURS OF WORK: START.....FINISH.....

LUNCH BREAK TIME.....

I WILL TRAVEL BY.....

MY FARES WILL COST ME.....

ANY OTHER DETAILS TO RECORD (Clothing/uniform to be worn)

.....

.....

## THE NIGHT BEFORE AND THE WEEK AHEAD...

### THIS WEEK I HOPE YOU WILL GAIN EXPERIENCE IN THE FOLLOWING SKILLS

(COMPLETE THE TABLE BELOW TO SHOW WHAT YOU HAVE LEARNT & ACHIEVED FROM YOUR WORK EXPERIENCE PLACEMENT.

<b>Skill/Quality</b>	<b>Achieved— Y/N</b>	<b>Example</b>
<b>Punctuality</b>	<b>Yes</b>	<b>I arrived to work on time everyday</b>
<b>Team Work</b>		
<b>Working Independently</b>		
<b>Communication</b>		
<b>Listening</b>		
<b>Networking</b>		
<b>Trust/ Responsibility</b>		
<b>Positive attitude</b>		
<b>Other</b>		

# HEALTH & SAFETY

## TAKE RESPONSIBILITY FOR YOURSELF

Whilst out on Work Experience, it is very important that you are alert to health and safety information for yourself and colleagues. Please speak with your employer/Manager on day 1 about their Health & Safety procedures. This needs to be recorded on the next page.

The signs below are examples of what could be seen at work, they have different meanings which are explained on the next page.

By not following procedures you are putting yourself and others in danger, so always follow the rules and stay safe. Speak with your manager.

Ensuring you also take all medication with you onto placement is also considered Health and Safety. **It is your responsibility to ensure you carry any medication with you at all times.**

<b>S I G N S</b>	<b>M E A N I N G S</b>
Yellow and black triangles	Warning signs which tell you to take care
Green squares	Tell you about EMERGENCY-ESCAPES, FIRST AID and SAFE areas in the workplace
Blue circles with white markings	Give you COMMANDS, so you must obey the instructions given on them
Red squares	Show you where FIRE FIGHTING equipment is located
Red and white circles with a bar across them and black markings	Tell you what you MUST NOT do

***Fill in the information above on day one of your placement!***

**Work Placement Health & Safety details:**

Nearest Fire Exit.....

First Aider.....

Emergency Assembly Area.....

# Work Experience - Daily Reflections

All William Perkin students will complete a Work Experience Diary reflecting on their experience. The below sentence starters are grouped to ensure coverage of roles, skills, learning, challenges, and problem-solving.

## Roles Performed

- *Today I was responsible for...*
- *My main tasks during the day included...*
- *I helped with...*
- *I contributed to the team by...*
- *One job I completed today was...*

## Skills Used

- *I used my \_\_\_\_\_ skills when I...*
- *This task required me to demonstrate...*
- *I developed my \_\_\_\_\_ skills by...*
- *A key skill I practised today was...*
- *I showed good \_\_\_\_\_ by...*

## New Information / Learning

- *Today I learned that...*
- *I discovered something new about...*
- *An important piece of knowledge I gained was...*
- *I now understand how to...*
- *Something that surprised me today was...*

## Challenges Faced

- *One challenge I encountered today was...*
- *I found it difficult to...*
- *A task I struggled with was...*
- *Something I found challenging was...*

## How the Challenge Was Overcome

- *I overcame this challenge by...*
- *To solve this problem, I...*
- *I asked for help from... which helped me to...*
- *I improved the situation by...*
- *Next time, I will handle this by...*

## (Optional extra – helpful for reflection)

### Overall Reflection

- *Overall, today was successful because...*
- *The most enjoyable part of my day was...*
- *This experience has helped me to realise...*
- *In the future, I would like to improve...*
- *This placement is helping me to develop...*

# DIARY

*Monday 6th July*

*Notes:*

Tuesday, 7th July

Notes:

Wednesday 8th July

Notes:

Thursday 9th July

Notes:

Friday 10th July

Notes:

## SHOWING RESPECT BY SAYING THANK YOU

In your de-brief during Tutor Time, your final task is to write a letter/card to your Manager, thanking them for having you. You may also give them a thank you card on your final day. It is very kind of companies to allow students into their work places and to take time out from their busy schedules to work with you.

It's important that you show your appreciation and mention what you have enjoyed the most about your time on the placement. Below is a layout of an example letter to guide you:

Dear NAME,

Thank you for letting me do my work experience with you at THE COMPANY NAME. The week has been great/fantastic/a real eye opener because ..... (try to write at least 2 paragraphs mentioning what you have learnt and who helped you) - Has it boosted your confidence? What did you enjoy? How has the experience changed you? Would you like to work there again? Mention members of the team who were really supportive and kind!

Yours Sincerely,

Your Name

***If you get stuck then ask someone at home for advice.***



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