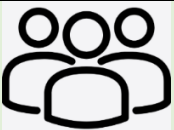


Your Work Experience Placement A Guide for Students

Welcome to Eyres Monsell Primary School! We are delighted that you have chosen to complete your work experience with us. We hope you enjoy your placement and gain a valuable insight into working in a primary school.

Our Expectations

Expectation		How do I do this?
	Be Professional	• Arrive on time at 8.30am each day, and leave at 3.10pm. • Wear smart, appropriate clothing and comfortable footwear. You must not wear clothing revealing clothing, offensive slogans or unsafe footwear. • Be polite, friendly and respectful to everyone. • Be prepared to learn and take part in school life.
	Be a Positive Role Model	Children learn from the adults around them. Please: • Use appropriate language at all times. • Follow school rules and staff instructions. • Treat everyone with kindness and respect. • Demonstrate good manners and a positive attitude
	Safeguarding & Confidentiality	Keeping children safe is everyone's responsibility. Please remember: • Keep information about children, families and staff confidential. • Do not discuss pupils or school matters outside of school. • Do not take photographs or videos of children. • If you are worried about a child or something you have seen or heard, speak to your supervising teacher immediately. Do not investigate concerns yourself.
	Supporting Learning	During your placement you may: • Help prepare classroom resources. • Listen to children read. • Support small group activities. • Help keep the classroom organised. • Encourage children with praise and positivity. • Always ask a member of staff if you are unsure what to do.
	Signing in and Security	Please: • Sign in and out on the attendance system. • Wear your visitor badge at all times. • Inform your supervising teacher if you feel unwell. • Never leave the school site without permission.
	Communication	Good communication is important. Please: • Listen carefully to instructions. • Ask questions if you are unsure. • Tell your supervising teacher if you are unable to attend. • Be honest if you make a mistake—we are here to support you.
	Mobile Phones	To help keep children safe: • Keep your mobile phone switched off or on silent during the school day and out of sight of the children. • Mobile phones must be kept in a secure place (not in a pocket) and not be accessed throughout contact time with children. • Only use your phone during breaks and in the staffroom. • NEVER use your phone around pupils.
	Make the Most of Your Placement	We encourage you to: • Be enthusiastic. • Show initiative where appropriate. • Take an interest in school life. • Be willing to try new experiences. • Reflect on what you learn each day. • Remember—you are here to learn, ask questions and gain experience.

	What You Can Expect From Us	During your placement we will: • Welcome you into our school community. • Provide support and guidance. • Give you opportunities to observe and assist in lessons. • Answer your questions about working in education. • Help you develop your confidence and skills.
	Key contacts in school	• Headteacher: Ms. Williamson • Deputy Headteacher Academic: Mrs. Myers • Deputy Headteacher Pastoral: Mr. Dowsing • SENCo: Miss. Carlyle



Eyres Monsell Primary School **SAFEGUARDING TEAM**

Our school is committed to safeguarding children and promoting children's welfare. We expect all staff, governors, parents and visitors to share this commitment and maintain a vigilant and safe environment. If you have a concern about the safety or wellbeing of a child you need to report this immediately, in person to one of our Designated Safeguarding Lead's (DSL's) in school as listed below. Safeguarding concerns relating to members of staff or adults in school should be reported directly to the Headteacher.



Mr. Dowsing
Deputy Head & Lead DSL



Ms. Williamson
Headteacher & Deputy DSL



Mrs. Boddice
Family Support Worker & Deputy DSL



Mrs. Myers
Deputy Head & Deputy DSL



Cheryl Baker
Safeguarding Governor



Miss. Carlyle
SENCO & Deputy DSL

When things go wrong

Everyone makes mistakes—work experience is a chance to learn, and we don't expect you to know everything.

If something goes wrong:

Tell someone straight away. Speak to your supervising teacher or another member of staff as soon as possible.

Ask for help. If you're unsure what to do, it's always better to ask than guess.

Be honest. We understand that mistakes happen. Being truthful helps us put things right quickly.

Listen to feedback. Staff may explain how you could do something differently next time. This is part of learning.

Learn from the experience. Think about what happened and how you can improve.

If expectations are not met...

- You will be reminded of the school's expectations.
- Your supervising teacher or member of the school's Senior Leadership Team will discuss any concerns with you.
- If necessary, your school or college may be contacted.
- In serious cases, or if there are safeguarding concerns, your placement may be ended early.

Enjoy Your Placement!

We hope your time with us is enjoyable, rewarding and inspiring. Thank you for being a positive role model for our pupils and for making the most of this exciting opportunity.

Declaration

I confirm that I have read and understood the expectations outlined in this Work Experience Student Guide. I agree to follow these expectations throughout my placement and understand that they are in place to help keep everyone safe and ensure a positive experience for all.

Signed: _____

Name: _____

Date: _____