**Work Experience paperwork**

1. KEEP A DIARY – this will help you when it comes to writing your personal statement.
2. Employer report form – give to your employer on your **first day** on placement. They will complete it and return it to me once your placement is complete.
3. Work Experience Evaluation – Fill this in and return to me once complete.
4. Health & Safety Briefing – read this carefully. Keep yourself safe at all times. There will be a member of senior management available if you need help. Please just phone school 01224 584466
5. Code of Conduct – this has to be signed by you and your parents and returned to me BEFORE YOUR PLACEMENT BEGINS. If it is more convenient this can be scanned and emailed to me in school. s.brown@st-margaret.aberdeen.sch.uk

*Enjoy your work experience and remember the experience you gain from this will be included in your personal statement so make the most of this opportunity.*

*Ms Brown*