

Companion booklet to supports students finding

WORK EXPERIENCE



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Work Placement: What You Need to Do

Making Contact

When looking for a work placement, it is important to be proactive and make contact with businesses and organisations yourself.

1. Contact several places

- Write to **at least two or three businesses or organisations** to ask about a placement.
- Make sure your message is polite and professional, and always check your **spelling and grammar** before sending it.
- Remember, **first impressions count!**
- If you do not receive a reply, follow up with the organisation. You could also try contacting another two or three places.

2. Speak to businesses face-to-face

Don't be afraid to approach businesses directly. Where appropriate, visit a business and politely ask whether they would be able to offer you a work placement.

3. Ask people you know

Speak to your **friends and family**. They may know of a business or organisation that could offer you a placement.

Once You Have Found a Placement

1. Say thank you

Once your placement has been confirmed, write a **thank-you letter or email** to the business or organisation. This is a great way to make a positive impression before you start.

2. Record your placement on Unifrog

Make sure you add your placement to **Unifrog**:

Log in → Recording → Placements

Nearer the Time

Before your placement begins, contact the business or organisation to check the arrangements.

Make sure you find out:

- **What should I wear?** Check whether there is a dress code or any specific clothing you need.
- **Where will I have lunch?** Check whether there is somewhere you can buy or eat lunch, or whether you need to bring a packed lunch.
- **What time should I arrive and where should I go?** Make sure you know where to report when you arrive on your first day.

During Your Placement

- Make a **positive first impression** by being polite, punctual and willing to learn.
- Listen carefully to instructions and ask questions if you are unsure about something.
- A member of staff from school will **visit you during your placement** to make sure you are safe, happy and getting on well.
- Remember that you are representing **yourself and your school**, so always behave professionally.

Here are just some of the places our students found work placements with this year:

Employer	Category	Contact Email	Location
Cheshire Riding School	Animals	info@chesireridingschool.co.uk	Unsure
tails animal rescue	Animals	tailsanimalrescue@yahoo.com	Northwich
Cuddington Cattery	Animals	cuddingtoncattery@live.com	Cuddington
Four Paws Groom School	Animals	Info@fourpawsgroomschool.co.uk	Unsure
Sandylane Equestrian	Animals	Info@sandylane-equestrian.co.uk	Unsure
Beagles	Childcare	beagles@acorndaycare.co.uk	Northwich
Barnton Community Nursery and Primary School	Education	admin@barnton.cheshire.sch.uk	Barnton
Charles Darwin CP Primary School	Education	admin@charlesdarwin.cheshire.sch.uk	Northwich
Comberbach Primary School	Education	admin@comberbach.cheshire.sch.uk	
Great Budworth Primary school	Education	admin@greatbudworth.cheshire.sch.uk	Great Budworth
Hartford Manor	Education	admin@hartfordmanor.cheshire.sch.uk	Hartford

Primary School			
Hartford Old School House Day Nursery	Education	Hartford@paintpotsnurseries.co.uk	Hartford
Hartford Primary School	Education	admin@hartfordprimary.cheshire.sch.uk	Hartford
Lostock Primary School & Rudheath High School	Education	admin@lostockgralam.cheshire.sch.uk	Lostock Gralam
Sandiway Primary School	Education	admin@sandiway.cheshire.sch.uk	Sandiway
Wincham Community Primary School	Education	impulse-dancers@live.co.uk	Wincham
Winnington Park County Primary School & Nursery	Education	admin@winningtonpark.cheshire.sch.uk	Winnington
Barnton Library	Education	Go there in person	Barnton
Crowton Christ Church C of E Aided Primary School	Education	sbm@crowton.cheshire.sch.uk	Crowton
Kingsmead	Education	Admin@kingsmead.Cheshire.sch.uk	Kingsmead

Primary School			
Squirrels Pre School, Delamere Park	Education	squirrelspressooldp@gmail.com	
The Rudheath Senior Academy	Education	admin@rudheathsenioracademy.org.uk	Northwich
Whitegate C Of E Primary School	Education	admin@whitegate.cheshire.sch.uk	Whitegate
Oakwood Marina	Hospitality	info@oakwoodmarina.co.uk	Unsure
The Hart of Hartford	Hospitality	hello@thehartofhartford.co.uk	Hartford
The Salty Dog	Hospitality	saltydognorthwich@gmail.com	Northwich
Hartford Hall, Hartford	Hospitality	manager@hartfordhallcheshire.co.uk	Hartford
Northwest Performance	Mechanics	Info@northwestperformance.co.uk	Hartford
Tunnel Motors Ltd	Mechanics	tunnelmotors@gmail.com	Hartford
Town & Country Motors (Greenbank) Ltd	Mechanics	tc_motors@yahoo.com	Hartford
Fresh Floral Design	Retail	freshfloraldesigns1@gmail.com	Hartford
The Outlet	Retail	info@theoutletshop.co.uk	Northwich

Shop			
Bartec Paper and Packaging LTD	Retail	Info@bartecpackaging.co.uk	Wincham
Cheshire Craft Workshop Ltd	Retail	info@cheshirecraftworkshop.co.uk	Blakemere
Co-op Food - Hartford - Chester Road	Retail	Shop.8294@coop.co.uk	Hartford
Brio Leisure Northwich Memorial Court	Sports	Best go in person	Northwich

