

WORK UK

Dear Work Experience student

WELCOME TO ENGLAND

We hope that you had a trouble free journey to our country and that you will enjoy your stay with us. Here are a few guidelines which we hope will help you during your stay.

Upon arrival please give your family a note of your mobile number and in return make sure that you have their address and telephone numbers with you at all times.

Host Family

- The host family will provide HALF BOARD: continental breakfast and evening meal. If you are not coming home for the evening meal usually between 19h.00 – 19h.30 please inform your Host Family at least 24 hours before hand. There is no reimbursement for any meals not taken with the family. Your family will explain their meal times to you and please do not help yourself to food from the fridge or cupboards.
- Please inform your Host Family if there are any food you cannot eat or any allergies.
- Family routines – every family has a different routine and they will explain their household rules (shower times, laundry days, home security etc). **NO SMOKING IN THE HOUSE AND DO NOT USE THE HOUSE PHONE WITHOUT PERMISSION**
- Please respect your host family by returning home at night at a reasonable hour (normally 22.30 maximum during the week and agreed with the Host Family during the weekend). Even though you are over 18 years old remember you are staying with a family as a guest and not living in a hotel – the family might provide you with a key to the house. (not all families)
- Please do not bring back friends to your Host Family unless permission is given.
- If you have any problems, first try to discuss them with your family but if you find no solution please do not hesitate to contact us.

Work Placement

- Please report to your supervisor on the first day – try to be on time. He/she will explain the workplace rules and regulations to you (dress, code, daily work times, breaks, smoking). If you are ill please phone your supervisor to inform him/her.
- You are a voluntary worker but are still expected to respect the work times given as well as trying your best to complete the tasks given.
- If you are unhappy in your work placement, discuss any issues firstly with your supervisor before contacting us.

Transport

- We suggest that you ask the Host Family to help you where to buy your bus pass or train ticket for the duration of your stay to make your travel cheaper than buying a daily ticket. Please note that night buses do not run as frequent and can take a different route as to the one you normally take.

ENGLAND

- Be prepared for quick weather changes – sunny->rainy->cold within a short period of time...
- Pubs/clubs – be very careful when you are out socializing. Do not leave your drink unattended or accept a drink from some one you do not know well. Make sure that your friends/family know who you are with and where you are going. Do not accept lifts from strangers. Be very careful with your belongings, money and credit card.

Stay safe and enjoy your time with us.

Best regards

BRUCE FRENCH AND LYDIE PRATT

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