##### Work Experience | Briefing Sheet

Dear XX,

Not long now until your work experience course with us. We are looking forward to meeting you and guiding you through the world of policing. Please can I ask you to email me to confirm you are still able to attend this course? There is a reserve list of young people who will take your place if your circumstances have changed.

Email ADD OFFICER EMAIL to confirm your place.

Please find below some helpful information regarding your week with us.

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| **Course** |  |
| **Location** |  |
| **Address** |  |
| **Dates** |  |
| **Start time – End time** |  |

**Dress code**

White Shirt/blouse (capable of having a black clip on tie attached), black trousers, black shoes. Community. Also ensure you have an outer jacket suitable for the weather condition for the week. (CHANGE AS APPROPRIATE)

Facilities

On site there are toilet and other such facilities, and there are places where you can sit to eat your lunch; there will be hot water if you wish to bring pot noodles or soup etc. There are no vending machines, however, there are shops within walking distance. A Packed lunch is recommended.

School

You will need your schoolwork experience book if you are issued one, and any relevant sheets in conjunction with the work experience programme.

Visits by School Staff

Please inform your school that their staff can visit the site at any time between 09:30am and 3.00pm on any day of the week without prior notification, but can ring on the telephone number below. Please ask Teachers to only use this telephone number to make contact with people on the course.

Telephone Contact

The Telephone number for Parents/Teacher contact is: ADD MOBILE NUMBER.

Transport

You are required to get to the location by your own means. Please spend some time in preparing your route to ensure you arrive on time and ready for the start of each day.

Medication

All medication should be brought to the venue each day.

If you have any further questions regarding the week, feel free to email me and I will do my best to help.

Best Wishes

OFFICER NAME

OFFICER ROLE

OFFICER EMAIL