



BLUE
STAMP
TRAVEL

Final Newsletter

Group Tailor Made by Air

In this newsletter, you will find some last pieces of advice that we hope will prove useful to ensure that you have a safe, enjoyable and successful trip.

Work Placement

We have now allocated you a work placement, taking into account your preferences and wishes as much as possible and on the basis of the information you have given us in your application forms, letter of application and available placements.

You will find your work placement confirmation form online in your MyAccount and in your final information pack. This form contains information about the type of work you will be performing, the hours you will have to work, your supervisor, if you need special clothing, etc. **We recommend that you take your work placement confirmation form with you.**



Working Hours

May we remind you that the times and number of hours students will be working will depend on the type of work placement (e.g. office hours will differ from restaurant hours, etc.). We have however informed the employers that students are not allowed to work more than 8 hours per day or later than 8 pm.

Working Over Mealtimes

You may be due to work over meal times, and in some cases your employer will provide a meal for you in these circumstances.

First Work Placement Visit

We send your application form with your photo and letter of application to your employer, so they will be expecting you. We also inform the employer that you will try to visit the work placement during the weekend to introduce yourself. Even if your work placement is not open during the weekend, you should still try to visit it to make sure you know where to go on your first working day. **Be sure to take your placement information sheet with you when you first go.**



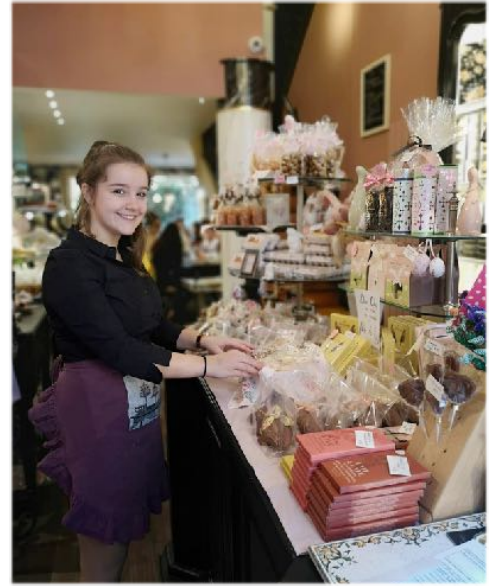
Included in your final information pack and your online account is a 'Pre-Visit Notes' sheet, which covers various problems you might face when you visit your placement for the first time, you should read this through before setting off. Also included is a 'Your First Day' section which gives you advice and information about your first day, again it would be a good idea to read this through before your first day at work.

As mentioned in our previous newsletters, the group leaders will not normally accompany you to your work placement for your first visit. You will visit your work placement with a small group of students who work in the same area as you. Please note that this will be your first independence and language exercise of the Work Experience programme. We therefore expect you to find your work placement with the help of a map and directions from the hotel reception/tourist office/people in the street, etc. The group leaders will nevertheless help you where needed and give you any assistance you might require. Very occasionally despite having the address, map, and directions a student doesn't succeed in finding their work placement at first try. Don't worry! Tell your Group Leaders and they will help you, or go with you as necessary.

You should read the "Pre-Visit and First Day Notes" before you leave so that you are prepared for this visit. These can be found in your MyAccount and in your final information pack.

Work Flow

Please bear in mind that it is extremely difficult to ensure a steady flow of customers in all work experience placements throughout the day or week, as all work placements are subject to peaks and troughs. This is quite normal in shops / businesses. Our experience has taught us that in the quieter periods students usually have an opportunity to speak to other employees. When it is busier, students have more opportunity to speak with customers. If it is quiet then why not make the most of the time and complete the student booklet?



Distance to Work Placements

Work placements are usually situated in the main part of the city. Occasionally it is necessary to use some form of public transport to make the short journey to work. Please take this into account when calculating the amount of spending money you are planning to take.

Certificate

We would like to remind you again that this is a Work Experience trip and not a holiday, that means **work takes priority**. As mentioned in previous communications, you will receive a certificate following the completion of the Work Experience. This certificate will only be issued if your attendance, punctuality and commitment have been satisfactory. Please also bear in mind that your employer will fill out a large part of this certificate, it is very important to make a good impression. Furthermore, our employers work with many of our students and your interaction will have an impact on whether other students will be able to enjoy this placement in the future.



Health and Safety

It is important to read the Health and Safety guide in your MyAccount and to follow the specific health and safety guidelines in your workplace. In the unlikely event that you are asked to do something in the workplace that concerns you, contact your group leader who will be happy to support you.



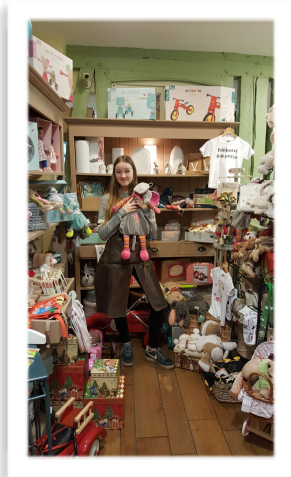
Dress Code

If your placement requires a specific type of dress code, it will be mentioned on the information form from your employer. If you are not sure as to the clothes you should wear for your placement, it is best to dress "smart-casual". In case you need to be smarter it is advisable to take navy, black or dark grey skirts or trousers and white blouses or shirts.



Accommodation and Meals

We have arranged bed and breakfast accommodation for you. Lunch is not included either on weekdays or at weekends. If you are working in a bar or a restaurant, your employer **may** provide you with a meal at lunchtime or in the evening, depending on your working hours. You should allow sufficient spending money to cover your lunches and evening meals.



Social Programme

Outside of working hours there will be plenty of opportunities to socialise. Your Group Leader(s) will suggest a range of activities (e.g. bowling, cinema, karaoke, disco, escape room, cultural visits, eating 'experiences' etc. as available). You are free to take part in or choose your own activities within reason and within the curfews given. **Remember that your social activities must not impact on your work placement.**



Spending Money

You will need some money for lunches, evening meals, bus fares and evening activities. If you are not an excessive spender, around €150 should be plenty. You may want to consider getting a currency card pre-loaded with Euros as using a debit card abroad can be expensive with charges from your bank or a variable (sometimes poor) exchange rate. Currency cards are available from most banks or travel currency companies.

Code of Conduct

You will be treated as young adults on this trip and we therefore expect you to behave accordingly. We expect students to adhere to the Code of Conduct that has been signed by you and your parent/guardian. In the unlikely event of any serious act of misconduct, we reserve the right to send students home early at their parents' cost. This has rarely been necessary so we would like to ensure that this remains to be the case.

Parental Consent Forms

The final document that needs signing and returning to Group Leader is the consent form. Please ensure that this is handed to the Group Leader when you meet them.



Outbound Journey Meeting Point

Please meet your Group Leader(s) and other passengers by the designated Check-in Desks at the airport departures at the designated time, both of which can be found on your confirmed itinerary in your MyAccount. Please note that if you arrive less than 40 minutes before your flight departs you may be denied boarding. If you arrive after the group have had to move through security your boarding pass will be left with the check-in desk and you **may** be able to catch up with the group and meet them at the gate however if you arrive late the Group Leader is unable to wait and their responsibility is to the bulk of the students who are travelling. Hopefully this situation is avoidable! If you are running late for any reason please phone your Group Leader. Their number can be found on the Emergency Contacts sheet in your MyAccount

The passenger list in the MyAccount gives you the names and telephone numbers of most of the students who will be travelling with you, as well as your flight reference numbers. (Some students may have opted to keep their contact details private.)



Questions

If you have any questions about your work placement, please don't hesitate to phone our office before the trip or speak to your Group Leader when you are away.

Feedback

Your employer will be given a questionnaire when the Group Leader visits your work placement. You should politely request it back towards the end of the week and give it to your Group Leader so that they can produce your certificate.



CHECK LIST

Remember to show this letter to your parents who will need to know what arrangements are being made on your behalf.

Paperwork: If you have been informed that there are documents that you have not yet submitted, please do so as soon as you receive this letter.

Passport: Remember to take your passport with you to travel and **DO NOT PACK IT IN YOUR SUITCASE!** Check that it is **YOUR** passport and not one belonging to a family member by mistake. (Yes, this has happened before!)

Visa: If you require a Visa, (this only applies to people who do not hold European Union passports), then make sure that you take it with you.

First Aid Kit: Please take any normal first aid/ medication that you might personally require. (Pain killers/inhalers etc.)

EHIC: Take your EHIC card with you just in case you need medical treatment. It will reduce the costs incurred.



Below you will find a number of addresses, telephone and fax numbers you can contact during the trip. Please use the emergency contacts only in case of a genuine emergency.

Blue Stamp office in UK:

9 Churchill Park

Colwick Business Estate

Nottingham NG4 2HF

Tel: 0044 (0) 115 9 404 303

Blue Stamp Emergency 24 hour number: +44 (0) 77** *** **