



B13 - Work Experience Policy

St Mary's work experience programme seeks to assist the school in its joint aims of providing opportunities for all pupils to learn and achieve, and promoting pupils' spiritual, moral, social and cultural development; preparing all pupils for the opportunities, responsibilities and experience of life. This is achieved by providing all pupils with the opportunity to learn about work, learn through work and learn for work.

Curriculum

All pupils in year 10 & 12 complete one week's work experience in a placement. Pupils organise their own placements, with the help of the Careers Leader if necessary. This is usually undertaken towards the end of the summer term.

In some circumstances pupils in years 10 and 11 may be partially withdrawn from their GCSE programme to undertake extended work experience on a part time basis in conjunction with their remaining GCSE studies. Such pupils are identified by the SENCO and the Learning Coordinator, and approval to enter these pupils for the extended work experience programme is sought from the Assistant Headteacher (Pastoral Support).

The management structure for Work Experience is as follows;

Careers Leader

St Mary's CEG Line Manager

Staff

Before work experience, the school's careers leader is responsible for planning and implementing a programme of preparatory work to include health and safety information, behaviour and dress expectations and procedures for absence or illness whilst on placement. These sessions are delivered as part of the school's PSHEE programme and are delivered jointly by teaching staff.

During the placement week, all staff who teach Year 10 have a responsibility to undertake welfare visits of pupils at their placements in lieu of the time they would otherwise have spent with year 10.

For pupils on extended work experience, the Learning Coordinator, in conjunction with Connexions, is responsible for regular communication between the student, school and employer.

Allocation of Placements

Pupils submit a work placement application form for approval from the Designated Safeguarding Person. If the placement is outside Hertfordshire a fee must be paid by the student to cover the extra cost of health and safety checking by a qualified health and safety officer. In the event of a pupil not being visited a welfare phone call is made to the employer.



Administration

The school's careers leader is responsible for writing to all employers to inform them of the name(s) of pupils placed, along with any relevant SEN or medical information, and dates of the placement. A letter of thanks is also sent after the placement has been completed.

All parents will also receive a letter and an attached placement sheet detailing the placement offered to their son / daughter, along with contact details for the week. Parents will be asked to sign a consent form confirming that they agree to their son / daughter undertaking the placement offered to them.

SEN Provision

Pupils with special educational needs will be given special consideration and guidance when choosing a placement. Any details of relevant special educational needs will be forwarded to Employers, and if necessary a phone call will be made to discuss the possibility of special provision during the placement.

Health and Safety

All pupils undergo a comprehensive health and safety briefing before the work experience Programme. Pupils must sign to confirm that they have received and undertake to read this document. This briefing is delivered either by the school's work experience co-ordinator or teaching staff, and any pupils who are absent will receive the briefing and booklet upon their return to school.

All parents are required to return a consent form confirming their acceptance of the placement allocated to their son / daughter, and detailing any medical condition or allergies of which an employer should be aware. It is the responsibility of the school's work experience co-ordinator to pass this information on to the employer.

Where possible all pupils will receive a welfare visit from a member of staff who is responsible for ensuring that, to the best of their knowledge, health and safety procedures are being followed, and that the pupil and the employer are not experiencing any problems. The visiting teacher is required to comment in the student Record Book.

All pupils are responsible for making themselves aware of the health and safety procedures of their particular placement, and for recording any accident which may happen during the placement.

An appointed health and safety officer is responsible for carrying out health and safety checks on placements, and employers are responsible for adhering to the health and safety policies of their organisation and detailed on placement sheets.

Placement details are held in a central folder which is stored in the Careers Library and **also in T:\Staff Resources\Careers\work experience.**

Further copies of this document are also forwarded to the form tutors and Learning Coordinator.

Monitoring, Reviewing and Evaluation

Before, during and after work experience, pupils in year 10 are required to fill in a work experience book provided by Youth Connexions, which includes their expectations for the week, perceived strengths and weaknesses and how the



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experience may be of benefit to them, a report for the employer, visiting teacher and parent, if they wish, to fill in and a diary section.

Pupil feedback is analysed via evaluation sheets which are completed in form time following their work experience. The responses provided are used in the planning and implementation of the work experience programme for the following year. Pupils are also to write a letter of thanks to their employer-

Review

Governor Committee: School Improvement

Date of review: January 2023

Next Review Date: January 2025