



PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: Work Experience Policy

SLT LINK MEMBER: Shaun Willis

GOVERNORS SUB COMMITTEE: Teaching & Learning

This policy was adopted/updated: November 2017

This policy will be reviewed: November 2018

Statutory Policy: YES

Source: School

Rationale

Work Experience is a cross-curricular whole school policy, which contributes towards the personal, academic and social development of all students. It goes hand in hand with our school motto “for life not school we learn” as it enables students to relate their work in school to the ‘real world’ and contributes to their understanding of wider society including industry and the local community.

Purpose

- To help students to acquire the motivation to achieve their full potential and develop the skills an employee needs.
- To facilitate the transition of students to courses of further study, training and employment of their choosing.
- To provide a more relevant and broader dimension to the curriculum.
- To broaden the curriculum by means of improved employability inter-personal skills of the student.

Principles

- Work Experience should meet the needs of individual students.
- Develop knowledge and understanding of the nature of the economy and the world of work.
- Develop knowledge and understanding of key skills and how they are applied to work.
- Help the student to acquire the motivation to achieve their full potential and to develop the skills, which the economy needs.
- Encourage the student to be effective, solve problems, work in teams, and be enterprising and creative.
- Provide the student with experience of expectations of employers.

All students at Plymouth High School for Girls are given the opportunity to undertake a one week Work Experience Placement in Year 10. This experience is organised with the help of Devon Education Business Partnership (DEBP). Work Experience currently takes place in Summer Term during Curriculum Enrichment Week this is compulsory for Year 10 students and optional for Year 12 students as many find this opportunity for an additional work experience placement a necessary requirement for their university/career prospects.

The DEBP undertake the task of vetting employers, checking health and safety at the placement and checking that the employer has appropriate employee liability and public liability insurance in place. DEBP ensure that the placement provider has arranged supervision of the work experience placement by competent people and that the employees’ duties are explained.

Procedure

- The work experience procedure is explained to both students and parents at Year 10 expectations evening which takes place at the beginning of the Autumn Term.
- The students and parents are given a booklet containing all deadline dates for Work Experience.

- The work experience coordinator sends regular reminders of the deadlines via email and their tutor.
- The students are offered help and advice regarding finding a work placement during their tutor time.
- Further help and advice is available from the work experience coordinator during break and lunch time.
- The students are encouraged to write a formal letter of application to prospective employers.
- All students are responsible for finding their own work placement. They may use webview which has details of jobs and employers who have provided work experience placements in the past. This is purely a resource and does not guarantee job availability – this service is provided by DEBP.
- Students must make arrangements for an interview with their employer prior to the start of their placement.
- A formal contract between employer, student, parent and the school must be signed prior to the start of the placement. The form provides evidence that important checks have been carried out (such as a check on insurance and risk assessment) and that all parties have agreed to the work experience placement. The form will make clear that a risk assessment should take account of the young person's level of maturity, lack of experience etc. By means of this form a check will be carried out on whether the parent(s) are satisfied with the employer's risk assessment process.
- The students are fully briefed prior to their work experience with particular emphasis on Health & Safety in the workplace.
- The students are monitored, supported and visited throughout their time in the workplace.
- Staff visiting students are given training on the visiting procedure and guidance on who to contact in the event of problems.

At Plymouth High School for Girls it is a requirement for students to keep a diary during their Work Experience Placement. The students use their diary during a Reflective Learning Activity which takes place before the end of the summer term. This is a team activity which involves reflecting on the skills required for a successful Work Experience Placement. Prizes are awarded to the students who give the best presentation. For many of our students Work Experience is one of the highlights of their Year 10.

Evaluation

Every year Plymouth High evaluates the impact of work experience on the students learning. Information is collected from students, employers and other groups. Students, staff, employers are expected to complete a written evaluation. Feedback from subsequent years is used to continue to improve policy and practice.

The Role of the Careers & Work Experience Coordinator

The Careers & Work Experience Coordinator is the first point of contact and is responsible for resolving any problems or difficulties that arise during the period of work experience. The Careers & Work Experience Coordinator refers serious or significant problems to the Deputy Headteacher. Employers, parents and students are given the name and contact details of the Careers & Work Experience Coordinator.

Conclusion

Work Experience is part of the cross curricular entitlement of all students and is an essential part of our work in school. It is an integral part of all school subjects and the personal and social development of the students. It should continue to foster links between Education, Industry and the wider community.

Work Experience and Work Shadowing Guidance for 6th Form Students

Work Experience is an official term meaning a learning activity undertaken with an employer in which the student carries out a range of tasks and duties more or less as would an employee, but with an emphasis on the learning aspects, and the developmental needs of the individual. Under the Health & Safety (Training for Employment) regulations 1990, students participating in work experience are regarded as employees for the purposes of H & S, and thus employers must ensure, so far as is reasonably practical, the health, safety and welfare at work of all their employees. In Plymouth, this means that any placement must previously have been inspected for H & S criteria and checked for relevant insurances and DBS as necessary. Charges made to school for carrying out these checks will be passed to parents (currently approx. £34), and notice of several weeks is required.

Students will be given a job description before the placement advising which job(s) or parts of job(s) will be undertaken; receive supervision and guidance during the placement; and be fully insured throughout.

This last is because an official contract is prepared and signed by student, parent and employer before the placement, which effectively gives the student the same status as an employee for the duration.

Students may be given assistance in finding a suitable placement if required; for instance contact details, example application letters, and a bank of available companies from which to select.

At the end of the work experience, a written report is given by the employer, and the student receives a certificate of completion.

As school are assumed to be on hand to deal with any crisis arising, a work experience placement can *only* take place during the school term.

Work Shadowing involves spending time with a mentor/employer to explore career options, can take place at any time, and would be a private agreement between employer/parents/student; the school are not involved in any way.

As the student will be in an observational role, under a private agreement, no Health & Safety checks will be requested by the school, and therefore there is no cost to the school, nor to the parent. However, this means that crucially there may be limited insurance in place to protect both the employer and the student.

As this is a private agreement, families will need to take responsibility for checking on this insurance provision.

If work shadowing is undertaken during school term time, permission must be sought from Dr van Es, Mrs Payne or Mrs Longford (Careers and Work Experience Coordinator) via a Leave of Absence form (available from 6th Form Student Services), and parents will be asked to acknowledge their understanding of the situation.

For information on how this message is shared with parents/carers please refer to the attached updated Absence Request form for 6th Form students.



Absence Request Form



Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for **exceptional circumstances**. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- **Learning that will be missed**

WARNING: IF THE SCHOOL REFUSES YOUR REQUEST AND THE CHILD IS STILL TAKEN OUT OF SCHOOL, THIS WILL BE RECORDED AS AN UNAUTHORISED ABSENCE AND MAY MAKE YOU LIABLE TO A £60/120 FINE.

To the Headteacher/Principal of School/College

I wish to apply for

Name(s) of Child(ren)DOB.....School.....

(Include siblings attending other Schools)

.....DOBSchool.....

.....DOBSchool.....

to be authorised as being absent from school from to inclusive

Reason for request for absence during term time: Please tick where appropriate

If the reason for absence is for the purpose of work shadowing or work experience, I have read the guidance and advice issued by the school.

If the reason for absence is for the purpose of work shadowing, I am aware of the guidance and advice concerning personal insurance.

If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

Signature of Parent/Carer Date

Signature of Parent/Carer Date

Authorised The School/College agrees to your child being absent from school on the specified dates.

Absence dates ___/___/___ to ___/___/___

Unauthorised The School/College does not authorise your request for leave in term time for the following reason(s):

Learning that will be missed		No Exceptional Circumstances	
The time and duration of the leave		Leave could have been taken during school holiday periods	

Signed..... Designation..... Date

Please read overleaf

Holidays in term time

Important: please read carefully the information below.

Warning: If you take your child on holiday in term time without the prior approval of the school, you may be issued a £60/120 Penalty Fine, per parent, per child.

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

The Facts	The Law
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>What you should consider There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> ● Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9). ● During GCSE, and other examination courses. ● During the first year at a new school. ● At the beginning of a new school term. <p>If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £60/120 fine per parent, for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force on the 1 September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p>Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.</p>

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents where the school is informed beforehand

Other absence from school will not be authorised:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Because holidays are cheaper in term time
- More than one day for a family wedding.

Please contact your child's Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.