



ST MARY'S
CATHOLIC SCHOOL

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 either provided by Youth Connexions or suggested by themselves and approved by Youth Connexions. This is usually undertaken towards the end of the summer term.

Pupils who are following the NVQ programme at levels 2 or 3 in the sixth form are required to complete extended work experience in order to obtain their qualification. In this case, pupils are responsible for finding their own placement, details of which will then be submitted to for approval.

In some circumstances pupils in years 10 and 11 may be partially withdrawn from their GCSE programme to undertake extended work experience on a part time basis in conjunction with their remaining GCSE studies.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). Once pupils have been identified, placements are sought jointly by the school and Connexions and approved by Connexions Management.

The management structure for Work Experience is as follows;

Youth Connections Work Experience Co-ordinator

St Mary's Work Experience Co-ordinator

St Mary's CEG Line Manager

Staff

The school's work experience co-ordinator is responsible for liaising with Youth Connexions work experience co-ordinator to ensure all pupils in year 10 are matched with a suitable placement.

Before work experience, the school's work experience co-ordinator is responsible for planning and implementing a programme of preparatory work to include health and safety information, writing a letter of introduction, behaviour and dress expectations and procedures for absence or illness whilst on placement. These sessions are delivered as part of the school's PSHE 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.



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Allocation of Placements

Pre-Approved placements for the year 10 work experience programmes are purchased from Youth Connexions. Details of these placements are posted in a public place and each member of year 10 is supplied with an online application form. Students are asked to make a first, second and third choice of placement, and complete a personal statement. In the event of more than one application per placement, the placement will be allocated to the pupil whose personal statement demonstrates that they are best suited to that particular job. Every effort will be made to ensure that all pupils receive one of their three choices of placement, and where this is not possible, an alternative placement will be agreed between the pupil and the school's work experience coordinator.

If pupils wish to, they may make an application for a private placement, and submit an application form for approval from Youth Connexions. If the placement is outside Hertfordshire a fee must be paid by the student to cover the extra cost of health and safety checking charged by Youth Connexions. In the event of a pupil not being visited a welfare phone call is made to the employer.

Administration

The school's work experience co-ordinator 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, during which they are issued with the DFES booklet entitled 'Be Safe'. 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.



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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.

Youth Connexions are responsible for carrying out health and Safety checks on all placements, whether provided by themselves or organised privately by pupils, 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 staffroom.

Further copies of this document are also forwarded to the form tutors, Learning Coordinator, CEG line manager and the Headteacher.

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 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. This booklet becomes a comprehensive record of the pupil's work experience and is later included in the Progress File.

Pupil feedback is analysed and 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, and pupils encouraged to submit a piece of GCSE English coursework based on their work experience placement.

Review

Governor Committee: Curriculum

Date of review: November 2015

Next Review Date: November 2017