



Higham Lane School  
Helping Learners Succeed

# **Work Experience**

## Information for Parents and Carers

## **What is Work Experience?**

Work Experience for students is an educational activity, which increases their awareness of the world of work. It is a very effective and practical way of giving young people economic and industrial understanding. We hope that all students will have a positive experience, but this is dependent on them finding a placement suitable to their needs. Past experience shows that students who make little effort to find an appropriate placement do not enjoy the experience.

## **What are the aims of Work Experience?**

- 1) To prepare students for the adult world of work.
- 2) To help students understand and develop the skills and personal qualities which employers look for.
- 3) To help students extend their social skills and develop self-confidence.

## **What does Work Experience consist of?**

- 1) Preparation of work experience takes place in school, for example by thinking about issues such as personal qualities, Key Skills and Health and Safety in relation to the work place.
- 2) A one-week work placement to take place in the last term of Year 10. Students will participate in real work activities and keep a record of their experience.
- 3) In school, work experience will provide the basis for work in subjects such as English, CPSHE and Business Studies.

## **How does Work Experience benefit the employer?**

- 1) The quality and preparedness of young people, who will be employees of the future, is improved.
- 2) Employers gain an understanding of current practices and qualifications in the world of education.
- 3) Strengthening links with educational establishments improves the community's perception of an organisation.
- 4) Recruitment channels can be developed to attract school leavers into jobs and reduce recruitment costs.
- 5) The organisation and its services become more widely known.

## **What about Insurance?**

Students on placements must be covered by insurance.

Employers **MUST** have **Third Party Public Liability Insurance** and **Employer Liability Insurance**.

## **Allocation of placements**

In the event of your son/daughter being unable to find a placement, we will endeavour to assist him/her to find a suitable placement. If you have any problems with allocated placements, you must contact the Work Experience Co-ordinator at school as soon as possible.

## Before the placement

Pupils may be requested to have a preliminary interview/visit with the employer or to contact them by telephone.

Pupils will need to find out:

- ✦ whether they are required to wear special dress/clothing.
- ✦ the time they should arrive at and leave work (**pupils are required to work a normal working day/week - whilst they cannot be requested to work at night, it may be that they do not keep to the timings of the school day e.g. they may attend from 10.00 am to 5.00 pm**).
- ✦ how to arrange their own transport to/from their placement.
- ✦ who will act as their supervisor.
- ✦ any relevant health and safety issues.

## During the placement

Students will be involved in a variety of experiences. These may include:

- work related tasks
- administrative/organisational tasks
- work shadowing
- visits
- observation

Students will keep a Work Experience record. You can help by checking regularly that this is done.

Students will be expected to be punctual, reliable and co-operative. They are expected to undertake any reasonable request given by the employer.

- d) Lunch should be provided by the parents unless the student is in receipt of free school meals, in which case you should contact the school.

## After the placement

- a) Employers are requested to provide a testimonial, which may be useful for future college or job applications.
- b) Work Experience may form the basis of coursework done in subjects such as English and Business Studies.

## How can parents/carers help?

Know where your child is going on work placement and have a contact number for them.

- b) Ensure he/she can get to and from his/her placement.
- c) Provide lunch/lunch money.
- d) Ensure that your child attends his/her placement. Try to avoid making dental/medical appointments during this week. In the case of unavoidable absence, telephone the employer and the school as soon as possible.
- e) Check that the Work Experience record is being completed
- f) Ensure your child is appropriately dressed.
- g) Discuss with your child what they have done during their placement and what they have learnt.

## What to do if there is a problem?

Illness/non attendance at work placement should be reported to Mrs Allred at the school.

Students sometimes claim not to like their work placements for a variety of reasons, mainly because it is a break from their ordinary routine.

- they may have to travel alone
- they are working with people they do not know
- they do not like the tasks they are given to do. (Many have very unrealistic expectations of what they will be doing. Working in a solicitors' office will involve typing/filing and general administration, not dealing with clients).

None of the above are good reasons for failing to attend work experience. Working life involves meeting new people and new situations. It also sometimes involves doing jobs that you do not always enjoy!

Genuine problems may include:

- concern over health and safety
- unreasonable requests
- concerns over working hours

Should you have any concerns, please telephone school and speak to Mrs Allred.

## Points to keep in mind:

a) The employers are responsible for arranging their insurance to cover the work placement.

Students may have on-going coursework, which they are expected to continue over the time of the placement.

Students should not be paid for work carried out during the placement.

Parents should inform both the school and the employer of any change in their child's medical condition that may affect them at work.

If the employer has concerns about your child, they will contact the school. A member of the school staff will contact you.

All work experience placements must be arranged through the school. Any private arrangements will not have had the necessary health and safety checks, so you could be putting your child at risk. Any such placements will not be recognised as a valid work experience.

Requests for Out of County placements should be received at school by 6 December. Insurance and Health & Safety checks for these take considerably longer to process and failure to inform us in time may mean that your child will be unable to participate in their choice of placement.

Out of County placements mean any placement outside Coventry and Warwickshire that is outside a 30 mile radius of the school. **Schools incur extra charges for the checks for such a placement and this extra cost has to be passed on to parents/carers (those in receipt of Pupil Premium will receive a maximum contribution of £30 towards the checks - parents/carers will need to pay the difference).** Last year the average cost was £90. Mrs Allred is available in school if you would like further information.

The school has a Work Experience Policy available for inspection upon request.

October 2018