

Ludlow Church of England School



WORK EXPERIENCE POLICY

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| Approved By | School Performance Committee |
| Date Approved | March 2019 |
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As part of their ongoing careers education, Year 10 students are expected to undertake a week of Work Experience of their choice in the Summer Term.

Work Experience can help students to:

- Experience work at first hand
- Understand how an employing organisation functions
- Experience the social relationships at work
- Appreciate the expectations that employees will have of fellow workers
- Assess how they will adapt to working patterns and relationships outside school
- Gain the self-confidence needed in an adult world
- Develop both skills and knowledge for adult life

Students are encouraged to find a placement themselves, with the support of their parents/carers. An introductory assembly and letter is given to students in the Autumn term. These introduce the concept of Work Experience and guide them in their responsibilities. Students will be given guidance on how to find a placement from their tutor, CLT and Careers Lead (Mrs Griffiths-Jones). Tutors and CLTs will provide further guidance to those students who they judge require it.

Once a student has secured a placement, a copy of the written confirmation from the employer must be handed to Mrs Griffiths-Jones as soon as possible.

Preparation for Work Experience will begin in the Autumn term, well in advance of to Work Experience Week, and will include employment law and health and safety. Ludlow CE School employs Telford and Wrekin Council to carry out Health and Safety checks of each student placement and ensure that employers' liability insurance is in place.

Tutors will either visit or contact placements by telephone during Work Experience Week.

Once Work Experience Week is completed, students reflect on their experiences with other students in their vertical tutor groups.

It is the responsibility of students and parents/carers, to let the placement provider know if their child has any particular needs, such as learning difficulties health conditions. They must also contact the employer and school, in the event that their child is unwell and is unable to attend. A telephone call should be made on the first, and each successive day of illness.

It is the responsibility of the employer to give a health and safety induction, checking that the student understands what they have been told. The employer should also check that students know how to raise health and safety concerns.