

WORK EXPERIENCE

PARENT INFORMATION

Work experience enables students to gain important insights into their career interests and values; and can help them with their future decision making. With fewer students experiencing the world of work through part-time jobs, work experience gives students the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or future training, in a safe and supported way.

On work experience a student spends time on employer's premises and carries out set tasks, as would an employee, with an emphasis on the learning aspects. Students can go on work experience from the beginning of year 10, when students are aged 14/15 years old.

The aims of work experience are to give pupils an experience of a working environment and to enable pupils to take responsibility and develop their independence in a working environment.

Wallingford Schools 'PROCESS'

The school will support students to participate in the work experience programme which takes place next year for 5 days – **19th – 23rd April 2027**. As part of this programme, your child will receive an assembly to explain the process. They will be supported through this process by their Head of Year, Tutors and the work experience coordinator.

As a parent your key responsibilities are:

- to read this 'Parent Information' and encourage your child to read the 'Student Information' and abide by the advice/guidance given
- to support your child to find a placement. Once students find their own placement you will need to complete a '**Students Own Placement Form**'. These forms are available via **EduLink** - deadline for these completed forms is the **21st January 2027**.
- to give consent and provide up to date medical information which you will find on the **Parental Agreement** form which is available via **EduLink** and the school website – deadline for this completed form is also **21st January 2027**.
- to arrange travel for your child to and from the placement, so please ensure placement locations are appropriate. A trial run to the placement with your child is highly recommended!
- inform the school and employer of any absence from the placement within 30 minutes of the usual start time. The placement times will be confirmed via email from Mrs Betteridge prior to the placement starting.
- to inform the school of any issues during the placement
- encouraging your child to complete their '**Work Experience Diary**' during the work experience week.

FINDING A PLACEMENT

Having the initiative to find a work experience placement is one of the best ways for students to experience the world of work. It means that they are more likely to get a placement they really want and they will gain valuable experience for future applications.

Firstly, your child will need to do some research. They will need to think about the type of role they would like and the type of organisation it will be in. Then they can ask parents/ guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help students to look at the location of the organisation and see if they can easily get there.

Secondly, your child will need to contact the organisation to ask if they can offer a placement. A direct introduction is best, so see if anyone known to your child (parents, friends, teachers) can offer an introduction. If not, see if you can find a contact online. Approaching new people can be slightly daunting but if your child is well prepared, they are likely to feel more confident. It is important to be clear about what is being asked for and give details such as when, how long and what your child is looking for. Your child can contact the organisation by telephone, letter or email but make sure they look (or sound) professional, interested and polite. Remember, people in business are busy, so your child may need to follow up several times to get an answer and sometimes it may be a “No” but always be polite and thank them for their time. Your child may need to try a few people to get a “Yes” – just like they would when they need to apply for more than one training provider or employer in the future. Remember, when your child gets a ‘**yes**’ to provide the school with the employer’s information details. To do this complete the ‘**Students Own Placement Form**’ - *available via Edulink and the school website*.

If your child is having problems finding a placement remember they can talk to the school’s work experience coordinator for support. It’s best to do this before any deadline dates.

Things to consider:

- parents will have the responsibility for the travel to and from a placement so make sure that your child can get there
- Not all job roles are suitable for work experience (e.g. Brain surgeon) so your child may need to be realistic in their choice or what they will get to do on a placement
- Some sectors are very competitive
- Some organisations may have an application form to complete

HOURS OF WORK

The ‘Working Time Regulations’ apply for work experience not child employment laws so a student (young workers) will be expected to work the same sort of hours as the business they are in.

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 mins) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period

Some job roles will require flexibility or may include shift work, so hours of work will need to be agreed in advance. Hours should be confirmed when students contact the employer prior to the placement, so parents can organise suitable travel. Confirmation details will also be emailed out to the parents confirming these once the placement has been checked.

PAYMENT & EXPENSES

Work experience is part of the school curriculum and therefore students are not paid. Employers may give expenses for lunch or travel but as employers offer placements free of charge, expenses must not be expected.

TRAVEL

Parents/carers have will have the responsibility for getting their child to work experience placements as they would for getting students to school. We recommend a trial run prior to the start of the

placement with your child. Parents/Carers must assume their normal responsibilities for their child's safety when travelling to and from a work placement.

LUNCH ARRANGEMENTS

Your child can take money to buy lunch on the employer premises, if available, or locally. Alternatively, your child might prefer to take a packed lunch. Students can act as an employee at lunchtime and leave site where appropriate.

EMPLOYER CONTACT

Students/Parents will be given employer contact information, including address, phone number and placement job details prior to the placement via email.

Employers will be given parent emergency contact information. Employers will have been instructed to contact parents in cases of sickness or incident/accident. Please ensure you supply the school with the most appropriate contact telephone numbers using the '**Parental Agreement**' form.

Parents must contact employers when their child is absent from the placement. It is expected that employers will be contacted within 30 minutes of the student's usual start time on the day of absence.

HEALTH, SAFETY & INSURANCE

All employers providing work experience placements will be checked to ensure they hold appropriate insurances including Employers Liability Insurance. This insurance covers injury to students on work placement (as they are deemed to be employees for insurance purposes) and therefore it is essential any employer offering a work placement has it.

Employers have primary responsibility for the health and safety of the student on placement and should be managing any significant risks. The school takes reasonable steps to satisfy itself that they are doing this before placements are approved.

Employers must explain to parents/carers of students what the significant risks for a placement are and what has been done to control them. Employers can do this in whatever way is simplest and most suitable, including verbally.

The school gives every employer information covering their legal duties for health & safety and a reminder to give every student a health & safety induction at the start of the placement.

Employers are required to report any accident or incident involving a student to the school.

SAFEGUARDING

For most work experience placements additional DBS checks are not required. However, the school may seek a DBS check in some circumstances.

Employers will receive safeguarding guidance for work experience placements.

CONFIDENTIALITY

Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

ISSUES OR COMPLAINTS

Parents are requested to bring any issues or complaints to the notice of

Mrs Betteridge, Work Experience Coordinator

01491 829703 / workexperience@wallingfordschool.com

in the first instance.

Please do not use Social Media for this purpose as this can be damaging for school-employer relations.