



HAYES SCHOOL

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GENERAL INFORMATION

WORK EXPERIENCE

INTRODUCTORY INFORMATION FOR STUDENTS AND PARENTS/CARERS

AIMS

- To help students prepare for the change from school to employment.
- To give students an opportunity to take part in actual work with the emphasis on 'doing' rather than 'watching'.
- To give students first hand experience of differences between school and employment.

Parents, carers and students will understand that work experience schemes make considerable demands on employers. The success depends on the goodwill and co-operation of all those involved.

TAKING PART

- Work experience for students is controlled by the 1996 Education Act and Section 112 of Schools Standard and Framework Act 1998.
- Students may not legally take part in work experience prior to the last two years of their compulsory education.

APPROVAL

- All placements will need approval from the school.
- No student may start work experience without written permission from his or her parent/carer.

HOURS OF WORK

- Students will be expected to work the normal hours worked by young employees of the organisation.
- We expect students to do a full working day for the whole period of work experience.
- Shift work is permissible subject to strict control and agreement by all parties concerned.
- Saturday work may be desirable in some placements, but this will be subject to agreement.
- Parents/carers will be expected to let the school and employer know at the start of a working day if their daughter or son will be absent.

PAYMENT & COSTS

- Students on work experience should not be paid as it is part of their education.
- No payment is made to the school.
- An employer may contribute to expenses if they wish - e.g. lunches or travel.
- Parents/carers are expected to cover costs if the employers do not meet them.

HEALTH AND SAFETY

- A work experience placement will only be approved if the school is satisfied that it is suitable.
- Students must follow all safety regulations when working.
- Employers have the responsibility for ensuring that students do not work in a hazardous environment.

SCHOOL EXPECTATIONS

We expect that students will:

- Dress appropriately.
- Behave appropriately.
- Attend all days of the placement for the full working period.
- Be punctual.
- Notify the school immediately of concerns or problems.
- Notify the employer and school in the case of non-attendance.
- Complete the assignment and reports requested.

ENSURING SUCCESS

Most placements are extremely successful. Those that are not usually fail because of unrealistic expectations on the part of the student.

They must be aware that:

- They are young, untrained and inexperienced.
- They are only at the placement for 1 week.
- The employers' first priority will be their business and profit.

Next Steps information is available via the Hayes School website under the Sixth Form section— 'Next Steps Life After Sixth Form'.

Mrs C Stewart

Careers Leader

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