### MURRAY PARK SCHOOL

#### WORK EXPERIENCE POLICY

<table>
<thead>
<tr>
<th>Title of Policy</th>
<th>WORK EXPERIENCE POLICY</th>
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<tbody>
<tr>
<td>Date of adoption</td>
<td>Summer 2013</td>
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<tr>
<td>Originator</td>
<td>M.BATHURST</td>
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<tr>
<td>Date of review</td>
<td>Spring 2016</td>
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<tr>
<td>Additional information</td>
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*Throughout this policy Parents refers to Parents/Carers*
Work Experience Policy
Murray Park School

Introduction

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their college life. Work experience is an integral part of our Key Stage 4 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs. The programme includes target setting and action planning as the norm and allows teachers to individualise the programme according to ability. This approach ensures that students are able to link the skills they learn at college to the requirements of employers.

The context for the programme

In developing the programme, we have taken the following documents into consideration:

- Section 351 of the 1996 Education Act requires schools to provide a balanced and broadly based curriculum, which prepares pupils for the opportunities, responsibilities and experiences of adult life
- Work related learning and the law, DfES 2004
- 14 to 19 Opportunity and Excellence, QCA 2003
- Changes to KS4 Curriculum, QCA 2004
- The Derbyshire Work Experience Guidelines — Derbyshire Education Business Partnership, 2006
- school development plan, and
- service level agreement with Derbyshire County Council.

The aims of the programme

Work experience placements are regarded as a means of achieving learning outcomes. There are five main curriculum areas to which the work experience programme is linked. These are:

- employability and key skills
- careers education and guidance
- vocational courses
- personal and social education, and
- national curriculum and other subjects.
• **Employability and key skills** — insights into skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognizing hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.

• **Careers education and guidance** — a better understanding of changes in the world of work and the implications these have for their own careers.

• **Vocational subjects** — a better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.

• **Personal and social development** — development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

• **General subjects** — opportunities for students to enhance their understanding of the National Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.

**Student entitlement**

Our students are entitled to receive:

- five days of work experience appropriate to their learning needs
- a learning programme designed to prepare them for the placement
- guidance to support their choice of placement
- an opportunity to set individual learning targets for their placement, and

**Both students and parents have a right to expect that all precautions will be taken to ensure that individual’s health and safety will be paramount during all stages of the work experience placement.**

*Parents should be aware that the school will not accept any applications for holiday leave during the school’s designated work experience weeks.*
**Programme outline**

A five day work experience activity takes place in June and involves all Year 10 students.

**Programme delivery**

<table>
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<tr>
<th>Timeframe</th>
<th>Description</th>
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<tr>
<td>Early November</td>
<td>Work experience programme launched in Year 10 Citizenship lessons.</td>
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<td>November</td>
<td>Citizenship teachers prepare students and guide them in making choices.</td>
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<td>November to March</td>
<td>Students decide where to go using contacts and parental help. They also contact employers from the Derbyshire County Council database via the school work experience coordinator. This ensures that employers receive an appropriate number of requests.</td>
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<td>November to March</td>
<td>Students contact employers by letter, visit or phone call. Once they have secured a placement, the employer receives a formal letter from the school confirming details.</td>
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<td>A risk assessment is produced by school and sent to parents with a consent form and a medical declaration to be returned.</td>
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<td>February</td>
<td>Focus on students who have not found a placement.</td>
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<td>Mid-March</td>
<td>Health and safety requests for out of county placements must be in three months before the placement commences.</td>
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<td>June</td>
<td>Students go on one week placement and are visited by staff. Collapsed timetable day to consolidate knowledge and skills. Debrief continues in Citizenship lessons.</td>
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<td>July</td>
<td>Employers receive thank you letters from students — produced in Citizenship lessons — and a certificate of appreciation from school</td>
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**Preparation programme**

This consists of either four lessons which include two on health and safety, one on making the most of the work experience diary and expectations of behaviour. However this may also take place as a special one off enrichment day programme.

In addition to the above, some students undertaking vocational courses will have work placements as part of their programmes. Vocational course tutors will be responsible for linking with the work experience co-ordinator to ensure that aspects of the above module are incorporated, as appropriate, into their programmes.

**Debriefing programme**

There are two one-hour lessons devoted to Work Experience. The lessons debriefing encourage students to reflect on their experience and think about the differences between school and work. Students should also write a thank you letter to their employer at this time. Students can use their work experience provider as their second referee on any future applications for Post-16 places.

**Equal Opportunities for all students**

All students are given an equal opportunity to access the preparation before and debriefing after Work Experience. All students are given an equal opportunity to access placements. Every student is entitled to one week of work experience. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

**Roles and responsibilities**

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Governor
  ↓
Head teacher
  ↓
Assistant Head- Sandra Bromley
  ↓
CEG/WRL Co-ordinator)/DTL Citizenship
  ↓
Work Experience Assistant
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Our Governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements.
Our Head Teacher is responsible for ensuring adequate resources are made available. The CEG/WRL Co-ordinator in conjunction with the ADTL Citizenship is responsible for ensuring that the programme is developed and delivered in an integrated way across the entire curriculum. She is also responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production.

Our Work Experience Assistant is responsible for all communications with parents, and employers and for maintaining records of student placements and ensuring health and safety and policy production.

Cross references

This policy has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- Staff development policy
- Health and safety policy
- CEG policy
- PSHE policy
- Citizenship policy
- Enterprise policy
- Work related learning policy
- Assessment, recording and reporting policy — with explicit reference to career planning, Progress File and individual learning planning
- student support, guidance and welfare
- departmental policies and schemes of work
- Special needs policy, and
- Service level agreement with Derbyshire County Council

Health and safety

All students must be placed in work experience placements, which have been health and safety checked by Derbyshire County Council. This will ensure that the safety of students is maintained while they are on work experience. Derbyshire County Council will ensure that the employers concerned have employer liability insurance and robust systems in place for ensuring that the safety of learners is ensured.

No student will be allowed to go on a work experience placement unless it has been health and safety approved in advance by Derbyshire County Council. Any placement organised by a parent and taking place with an employer which does not go through the school’s procedure for gaining health and safety approval will be deemed by the school and the LEA to be unauthorised absence.
Health and safety issues are covered in the taught programme which all students receive.

Links to student guidance and development

Work Experience is an integral part of CEG and WRL at Murray Park School. It is the culmination of five years of CEG. In Year 11 students are encouraged to use what they have learned in previous years to inform their planning for their transition to Post 16.

Assessment, recording and reporting

The student work experience diary is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school.

Links to subject departments in order to enhance student’s knowledge and skills

Correct completion of the work Experience booklet is a requirement of all students. For some students it is worth ASDAN points. Students should store their work Experience in their progress folders or other safe place. Post-16 providers will often request these when students go on interview.

Arrangements for assessment, recording and reporting

Work Experience is reported on as part of the student’s progress reports under Citizenship. Students self assess their Work Experience. The employer’s evaluation of the student’s performance is also used to assess performance. Evidence of work experience will also form part of their progress file.

Evaluation

All students are visited by teaching staff while they are on placement. Staff are required to provide informal feedback and evaluation after the visit and complete a report in cases of excellent student work or to outline any causes of concern.

This feedback including employer feedback is reviewed at the end of the summer term. Any gaps in the programme which have been identified as a result of the evaluation are considered in the planning of the programme for the following year.

Policy processes

This policy will be reviewed annually in the summer term. The review will involve our CEG/WRL Co ordinator, DTL Citizenship and the Work Experience Assistant.

This policy was endorsed by the governing body on:

……………………………………………………………………………………………………
Signed   Chair of governors
Signed  Head Teacher