

Work Experience Information for Parents



Cheney School 8th – 12th July

Work experience is an opportunity to gain a **broad experience** of the world of work and an **opportunity to develop skills** students will require in their future working lives. It may not necessarily reflect the eventual career choice of the student. OXLEP manages the process for work experience with the school/college and liaises closely to ensure students gain a **valuable** and enjoyable placement.

What happens?

To start this process, students must complete an online **Student Application Form (SAF)**. Information regarding this will be given to them following an assembly They will be told to share this information with you, (if we have an email address for you we will also send you a copy)

Please assist students by helping them complete it accurately forms cannot be submitted unless all sections are complete. This form must be submitted by **2nd NOVEMBER**

To enable your child to participate in work experience please click on the link below and fill out the form which simply asks for basic information required to place your son/daughter with an employer, and includes your consent for work experience.

<https://goo.gl/forms/xPsfyupms0KWSE33>

On **4th DECEMBER** students will receive a PIN from the school, we will also send a copy to their school email address and yours (if you have provided one) to access the online work experience system. However, PINs **will only be sent** to students where **both** the parent and student forms have been completed. Students will then be able to make placement choices through the online system. (Please note popular placements will be removed once too many students have chosen them.)

Please remember many employers are oversubscribed so not all students can expect to get their top choices and all employers are subject to meeting health, safety and insurance standards before placements can occur. Also students who do not return the completed forms will not be able to proceed until they do so.

If students want to secure their own placement we are happy to support this and require an additional **Student Own Placement Form (SOP)** to be completed by **30th NOVEMBER** However students must still make selections via the online system in case a placement does not materialise. Please note placements in other counties will incur **additional** charges. (£30.00)

Parents and students will receive notification of the student's placement several months before and **must** accept the placement allocated. **Charges** will apply if this is changed at a later date without good reason. Once notification has been received it is essential that students **contact their employers** before the placement. The employer may want to meet the student beforehand, and this can be a useful way to find out more about what will happen and where the employer is located. Historically where contact is not made by a student prior to a placement, the placement fails to occur, so it's something we really encourage.

As your son/daughter is of compulsory school age the employer offering the placement has a legal responsibility to inform you of any significant hazards in the work place and measures taken to eliminate or minimise the risks they present to the student. This information may be given through a written risk assessment or verbally.

The Work Experience Placement

Before the placement the school will prepare the students before their work experience regarding Health and safety in the work place, the standard of behaviour expected, what to do if things go wrong and what to do if ill or unable to attend.

During the placement you can help by checking that the placement is going well, manage expectations when things are not going so well and encourage a mature response to any difficulties. A teacher will normally visit the student while he/she is on placement.

After the placement, students should get a chance to discuss their experiences in school but as a parent you can also talk over what you son/daughter has gained from the experience and relate it to your own experience of work.

General Information

Hours of work

The Working Time Regulations 1998 apply for work experience not child employment laws. Therefore:

Working time, including overtime, must not exceed an average of 48 hours in each 7 days

Young workers are entitled to a rest period of not less than 12 consecutive hours in each 24 hour period worked

Where a young worker's daily working time is more than 4.5 hours, he or she is entitled to a rest break (of at least 30 minutes)

We suggest that working hours are **clearly defined** and agreed by parents in advance of the placement so suitable transport to and from placements can be arranged.

Payment and expenses

Work experience is part of the school curriculum and employers should make no payment for work to students, however, employers may help out with travel or meal expenses at their discretion.

Travel

Travel to a placement is the responsibility of the parent in the same way it would be for getting the student to school/college.

Reporting of absence or incidents

You should let the employer and school know of any absence and address any problems with the school in the first instance.

For any school/college specific questions it is best to contact the school/college Work Experience Co-ordinator directly. Your Contact is Mr Jason Davis:
jda@cheney.oxon.sch.uk - 01865 755229