

Work Experience Information for Parents

Cheney School Work Experience week: 6 – 10 July 2020

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 the **Student Application Form**. They will have been told to share this information with you.

Please assist students by helping them complete it accurately. Forms cannot be submitted unless all sections are complete. This form must be submitted by

To enable your child to participate in work experience please complete the **Parental Consent Form** which simply asks for basic information required to place your son/daughter with an employer and includes your consent for work experience. This form must be completed and returned by

At the beginning of November, students will receive a PIN from the school to access the online work experience system. However, PINs **will only be given** 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.)

To guarantee work experience in a specific sector, students will need to find their own placements. Own Placement Forms need to be completed by

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.

Parents and students will receive notification of the student's placement and **must** accept the placement allocated. **Charges** will apply if this is changed 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.

The employer may withdraw if no contact is made prior to the placement.

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 will get a chance to discuss their experiences in school. We encourage you to also talk over what your 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 specific questions, please contact the Work Experience Co-ordinator directly. Your contact is **Jason Davis** jda@cheney.oxon.sch.uk

Parent/Carer Please complete the following two pages and make sure you sign and date this form.

STUDENT AND PARENT/GUARDIAN CONTACT INFORMATION

Student Last Name	
Student First Name	
Name student known as	
Student Tutor Group	
Student DOB (dd/mm/yyyy)	
Your Surname (as Parent/Guardian)	
Your first name (as Parent/Guardian)	
Your relationship to this student	
Your contact telephone number(s)	
Your contact email address	

MEDICAL & SEN INFORMATION

Student Medical and SEN Information (This will be shared with the employer to enable them to complete a suitable risk assessment).

Please tick any of the below that apply and add any specific details that you think the employer should know in the further details space

- Allergies, e.g. hay fever, nut allergies
- Asthma
- Colour blindness
- Headaches or migraines
- Hearing Impairment
- Sight Impairment
- Special Educational Needs e.g. Dyslexia, Dyspraxia
- Additional social or emotional needs
- Other please state

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Further details

- I agree in principle to the above student undertaking work experience with confirmation of the placement, with further details to be sent at a later date
- I have provided any relevant medical information as required
- I understand that parents/guardians have responsibility for safety whilst the student is travelling to and from the placement.
- I understand that the employer has a responsibility to ensure that so far as is reasonably practicable all necessary health and safety measures will be taken during the placement and will share risk assessment information with me
- I understand that the employer will have to satisfy the OxLEP standard relating to insurance cover and health and safety
- I understand I must inform the employer & school of any absence during the work placement
- I understand OxLEP will hold information regarding students on their database and will share this with employers where necessary in accordance with GDPR
- I am satisfied that the above student is a suitable candidate to work with children or vulnerable adults, where appropriate and I understand that I must inform the school and employer at any point if I have any concerns or if the situation changes
- I agree to pay any charges for changing my child's placement without a valid reason

PLEASE SIGN

DATE.....