

WORK EXPERIENCE SCHEMES

Notes for Parents/Carers

Completing the online form

Please complete the online parent form. Once this has been completed we will send the placement contact an employer's form.

Key information required:

About you (parents)

Mail address

That you understand the agreement your son has undertaken

Work Experience Place details:

Contact Person's full name

Address

Contact phone number

Email Address

Why Work Experience?

The aim of our scheme is to provide your daughter/ son with the opportunity to experience the world of work. In contrast to a visit to a company, which allows students only to watch other people, work experience gives them a chance to participate actively in a real working environment.

By giving them an insight into the world of work it helps them to adjust to adult working life. In many cases it guides them towards appropriate career choices.

Our scheme provides the opportunity for students to develop skills in a supervised environment.

Who can take part?

Students participate in work experience during Year 10 and students may well have a chance for another placement in the sixth form.

For the purpose of work experience only, the Education Acts of 1996 to 2002 suspend the laws and local bye-laws which restrict or prohibit the employment of students of compulsory school age.

What hours of work?

The hours of work will be no more than the normal hours worked by young employees (aged 16 -18) of the company or organisation concerned. Any other legal restrictions which apply to young workers (aged 16 -18) also apply to students of 14-16 undertaking work experience. The maximum hours of work are no more than 40 hours per week, which is controlled by the Working Time Regulations 1998 and students should not be asked to work more than 5 consecutive days in 7.

How long does it last?

If it is to have real value, work experience needs to last, in total, for at least five working days. In some cases additional work experience may be arranged for a few students for an extended period over several weeks.

What type of work?

The types of work experience available depend on which employers offer opportunities and which kinds of work they consider suitable. Almost any type of approved work experience can be of educational value. It need not be in a kind of employment which the student hopes to enter on leaving school. However, it must be pointed out that the actual tasks he/she can undertake must be fairly straightforward; and there are some types of careers which cannot be satisfactorily "sampled".

Who makes the arrangements?

The practice of students finding their own placement is very much encouraged and the vast majority of work experience is set up this way. Employers value the effort made by young people in setting up their own placements and the experience for both parties is invariably a better one.

It is the Head of school who is ultimately responsible for the work experience scheme but a designated member of staff will undertake the organisation. All employers are contacted by the school prior to placement and most students are contacted/visited whilst on Work Experience.

If your son has any significant medical, or other special needs that may affect his work experience you must discuss these with the employer and school, before the placement begins. Coombe Boys' School cannot be held responsible for any undisclosed medical condition or liabilities which may arise from such a condition.

What about Insurance?

All employers involved in the Coombe Boys' School Work Experience Scheme are advised to inform their insurance provider of any students undertaking work experience with the firm. The students are covered by the normal Employer Liability Insurance scheme and are deemed, for the purposes of the placement, to be employees of that firm.

If an employer does not have Employer Liability Insurance we would recommend that they not be used as a work experience provider.

What about pay?

Work experience is not employment in the usual sense but part of the student's education. They must not be paid by the employer, nor is the employer allowed to pay the school.

What else do parents need to know?

No student is allowed to take part in a work experience scheme without the written consent of a parent or carer. If the student is of compulsory school age, the parent or carer will be required to sign the official Student's and Parent/Carer Agreement. The Management of Health and Safety at Work Regulations 1999 requires that employers assess risks to young people under 18 years old before they start work (or work experience). **Before the placement can proceed it is**

the responsibility of the employer to undertake relevant risk assessments and to communicate their findings to the parent/carer.

Parents are asked to let the school and the employer know as early as possible in the morning **if their son cannot attend that day for work experience**. The employer agrees to inform the school of any serious misbehaviour of students during work experience and to send the student(s) concerned straight back to school, if possible. He/she will also notify the school immediately of any accident involving a student or of any case of illness. If incidents occur after normal school hours the school emergency contact number should be used.