



# St Anne's School and Sixth Form College

## Work Experience Policy

Published Summer 2014, and updated September 2018

### 1. INTRODUCTION

This policy document sets out the basis on which Work Experience will be managed for students in KS4 and KS5. It is written after consultation with the Assistant Heads responsible for work experience and the Governors with responsibility for the curriculum and is presented to the Local Education Authority and the Governing Body in the Spring term 2013, and reviewed by the Curriculum Co-ordinator annually.

It is a working document, which reflects the ethos and practice within the school in relation to work experience. It has been written with due regard to providing pupils and students access to accredited awards and qualifications and is evaluated according to changes within these guidelines as and when they arise.

Work experience and the relevant awards and qualifications aim to support the development of the life-long learning skills identified at St. Anne's: Communication, Taking part, Choosing, Keep on trying, Working with others and By myself.

Curriculum Coordinator: Hendi Longman

### 2. FUNDAMENTAL PRINCIPLES

Work experience form part of Work related learning. The programme provides work based learning opportunities to students and builds on work related projects e.g. mini enterprise projects, woodland shop, café' and up cycling.

Work experience is built upon good opportunities to integrate other important areas of the curriculum.

Awards and qualifications are delivered to support work related learning in small groups and individually.

The policy also takes into account the five life-long learning skills identified at St. Anne's: Communication, Taking part, Choosing, Keep on trying, Working with others and By myself.

An external work placement will be for ½ day per week or 1 -2 hours per week internally, over the academic year. This will help students to understand the following:

- Working alongside someone in a work situation
- Learning about equipment used in the workplace
- Following routines and schedules of the working day
- Following instructions in a work situation
- Using tools and equipment in the workplace
- Communicating and interacting with colleagues
- Working independently or as part of a team

- Self- assessment and keeping records of their progress
- Identifying health and safety measures and hazards in the workplace
- A working environment outside the classroom
- An unfamiliar situation involving working with people of different backgrounds and ages
- The opportunity to learn new skills and perhaps wear a uniform and use equipment
- To learn work processes first hand

Work experience may give the students the opportunity to:

- Move towards developing personal skills, qualities and interests
- Move towards developing the self-confidence required in an adult world
- Make connections between what students can learn at school and the world of work

Senior leaders co-ordinate suitable work experience placements. Placements are arranged for individual students that are appropriate to their level of skills and independence. The majority of placements are supported by a member of the learning support team. The students are expected to complete their placement over the academic year.

In KS4 the students will wear the school uniform unless a uniform is provided by the employer. Students in KS5 wear their own appropriate clothing unless the uniform is provided by the employer.

The students should be punctual and, with assistance, inform the Employer if they are unable to attend the work placement through illness or any other reason. If the student is absent from school or has to attend a school event a member of St. Anne's staff will inform the Employer.

### 3. ROLES AND RESPONSIBILITIES

The senior leaders will choose the appropriate placement for the students. All placements are carefully monitored by St. Anne's staff, including the Risk Assessment procedures. A briefing is held with the supervisor responsible to outline the particular needs of the student when completing the risk assessment.

The student will be supported by St. Anne's staff. In exceptional circumstances where a student is considered independent enough to cope on their own, students will be able to complete periods of placement independently with regular visits by a member of staff. In these cases, the risk assessment will reflect this additional responsibility. There will also be an agreement with parents/carers.

Students, parents/carers and teachers are kept informed and encouraged to contribute where possible to the placement.

Details of employers will be kept by the school.

Parental and Head Teacher approval are required by law for all placements. Parents/carers must sign an acceptance form before commencement of placement. (Educate to Work) Students will be briefed on Health and Safety at Work procedures and will be inducted by the Employer/St. Anne's Staff on these procedures.

Students will keep a record of their experiences for evidence and towards awards and qualifications. Some students will complete external awards requiring them to record experiences.

The school and the Employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.

The work experience co-ordinator currently is: Hendi Longman: Assistant Head of Upper

School

#### 4. DOCUMENTATION

Staff will record progress for pupils and students and continually update their records.

#### 5. LIAISON WITH PROSPECTIVE EMPLOYERS

St Anne's School and Sixth Form College hold a yearly seminar inviting future employers, partners and business' to talk to students about their CV's, experiences and wishes for the future.

Hessle consortium work closely with St Anne's to offer placements for KS5 students.

South Hunsley offer work placements for KS4 students.