



Policy for work experience students and volunteer students

Rationale

At Lambton Primary School we believe it is important that young people follow their education by entering the world of work. As young people progress from primary into post-primary education this aspiration becomes increasingly associated with hard work, careful planning, careers support and the accessing of opportunities.

Work experience is one way in which young people can sample the social interaction, professional values, daily routines and demands that typify a job. In addition to the benefits that they derive, young people on work experience also have a contribution to offer the school. Their enthusiasm and practical help can add interest to classrooms, improve the adult/child ratio and support learning in a practical manner. It is, therefore, our policy to provide opportunities for work experience within the school whenever possible. It is important that the number of young people who are on work experience in the school does not become intrusive. Neither should work experience ever be to the detriment of our own children's care and education.

Selection

Any agreement to provide work experience will be after consideration of the following criteria:

- ✓ the teacher is happy to accept a student
- ✓ the additional adult presence would not hinder the smooth running of the class
- ✓ the student provides suitable documentation from their secondary school or college

Procedures

The young person on work experience is expected to report to the Headteacher on the first morning. The Headteacher will then ensure that a copy of the work experience handbook is issued and the checklist discussed with the student. This induction is carried out by the HLTA, who has responsibility for students' induction; Mrs Tate.

The student will be introduced to the class teacher who will then supervise each session. Work experience may comprise a number of weeks or days in a block or one set day each week. The student should be available between 8:30am and 4pm with a break for lunch normally between 12.00pm and 1:10pm(depending on year group) . Students will be given experience in as broad a range of activities as possible. Students are expected to adhere to the school's safeguarding procedures, non-smoking policy and its health and safety policy; and to dress in a manner that is appropriate for professional working in a primary school.

All aspects of school life are explained in the induction for each student.

Ratified by Governors 25.1.18

