



# St Paul's Church of England Primary School Work Experience Policy and Guidelines

**Adopted by:** Children, Families and Communities

**On:** 24<sup>th</sup> May 2017

**Review:** Summer 2021

## **Rationale**

At St Paul's CE 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. This is linked to the Local Authority's agreed system of Work Experience.

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;
- no child in the class is related to the student;
- the student provides suitable documentation (re: insurance, record keeping, school feedback, consent forms, etc.) as outlined in the LA provision for work experience.

## **Procedures**

Any young person wishing to undertake work experience should complete a short application proforma to apply for work experience (Appendix 1). This will then be submitted to the Headteacher, who will discuss the possible placement with the school's leadership team.

The young person on work experience is expected to report to the Head Teacher on the first morning. At this meeting various school procedures will be outlined and induction guidance will be given.

The student will be introduced to the class teacher who will then supervise each session.

Work experience may comprise a number of days in a block or one set day each week.

The student should be available between 8:45am and 3:45pm with a break for lunch (normally between 12:10 and 1:00pm).

Students will be given experience in as broad a range of activities as possible.

Students are expected to adhere to the school's smoking policy and its health and safety policy; and to dress in a manner that is appropriate for professional working in a primary school.

If a work experience student is not adhering to the expectations of the school, a member of the SLT will offer advice and guidance to the student. Should that not resolve any issue, the school reserves the right to terminate the placement early.

Appendix 1

**St Paul's CE Primary School - Application for Work Experience**

**Basic Details**

Name:	
Contact Telephone number:	
Contact email address:	
Date of Application:	

**Type of work experience required**

	Tick as relevant
High school work experience programme:	
School experience prior to a teaching/childcare qualification:	
Experience as part of a childcare or teaching qualification:	
Name of training provider (where relevant)	

**Period of experience required**

Full time/part-time:	
If part time, please list sessions wanted:	
Duration of work experience required:	

**Age-group wanted: (If more than one, please list in order of preference)**

Early years (nursery & reception)	
Key Stage 1 (Y1 & 2)	
Key Stage 2 (Y3,4,5,6)	

**Outline of experience required:**

Please list any tasks that you will be required to complete the degree of contact with children/staff that you require to complete your experience block successfully.
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Reason for requesting experience at St Paul's CE Primary School?

Do you hold a current a DBS certificate:	yes/no
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**Please list 2 referees we could approach should your request be successful:  
(Please confirm in advance that they are happy to be contacted)**

Name:	
Role:	
Relationship:	
Contact address:	
Contact Tel:	
Contact Email:	

Name:	
Role:	

Relationship:	
Contact address:	
Contact Tel:	
Contact Email:	

Please complete and return to St Paul's CE Primary School office for the attention of the headteacher. You will be contacted shortly to notify you of the school's decision.