

John Mason School Work Experience Information for Parents and Carers



What is work experience?

Work experience is an opportunity for students to spend time in an adult working environment, carrying out tasks and duties more or less as an employee, but with the emphasis on learning about the world of work. Students can participate in most areas of employment; however some areas of work are restricted by law, safety, security or insurance restrictions. Other areas are restricted by availability of placements offered. Work experience is designed to offer a broad experience of the world of work and is not necessarily a way to determine a student's future career choices.

How long does it last?

In John Mason School the Year 10 students have the opportunity to complete one week (5 days) of work experience.

How does it help the student?

Work Experience helps students to

- understand the world of work
- improve and appreciate their skills and talents
- gain confidence and improve their self-esteem
- accept the importance of school and college work
- support a vocational qualification
- gain knowledge of particular jobs/careers

It is a bonus if the student gets a placement that supports their career choice. In some cases a student will not get the type of placement they really want. They should still, however, be punctual, pleasant, conscientious, willing to learn etc. A positive approach, leading to a good report from a work experience placement can help in any future application – especially important for apprenticeships.

Organisation of work experience

Your child will be asked to complete a consent form which you as the parent/carer should also sign. It is very important all medical conditions are included so the work experience employer can complete a suitable risk assessment for your child.

Students are generally discouraged from taking placements with their own parents/carers.

You can help your child by discussing your experiences of employment and ensuring the forms are completed neatly and returned by the deadlines given by the school.

Deadlines MUST be met to ensure enough time for all the relevant health and safety checks to be carried out

You should receive a risk assessment from the placement provider if your child is of compulsory school age

Insurance and health and safety issues

Before students can attend their work experience placement the school must check the employer offering the placement for health and safety arrangements. This is done through Oxfordshire County Council Work Experience (OWE). OWE check that employers in Oxfordshire have the necessary insurance to cover students and that appropriate health and safety arrangements are in place. If standards are not met then a placement will not be approved and a student will not be allowed to attend. **NB:** Please contact Mrs Ratnage before applying for any placements outside Oxfordshire as these may not be possible. Placements abroad cannot be approved under any circumstances..



Before work experience begins

The school will brief the students on

- health and safety in the work place
- standard of behaviour expected
- what to do if things go wrong

The student will receive an agreement form via the school. This agreement form will include such information as

- the hours of work and arrangements for lunch
- what the student will be doing
- what the student should wear
- safety equipment requirements
- who to report to on the first day

The form will be signed by the employer, the student and the school.

The hours of work are governed by The Working Time Regulations 1998 and not child employment laws and

- will usually be the hours worked by young employees of the organisation
- will usually be longer than school hours
- must not be more than 48 hours for the whole week

Students may not work for more than five consecutive days in any seven.

Travel to Work

Parents/carers must assume their normal responsibilities for their child's safety when travelling to and from a work placement.

Payment

Work experience is part of the student's education and employers should make no payment for work performed.

Confidentiality

Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

Reporting Accidents

Placement providers are required to report any accident or incident involving a student to the school. Please contact the school immediately if you have any concerns.

During work experience

Work experience can be quite a challenge for the students. You can help by

- asking if the placement is going well
- encouraging a mature response to any difficulties
- encouraging your child to persevere even if the placement is not what they expected
- letting the school know if there is a real problem as soon as it occurs
- checking that the work experience diary is completed regularly
- informing the school and the employer if your child is unwell

A member of staff will normally visit or call the student while he/she is on placement.

After work experience

The students will attend Work Experience de-brief sessions.

You can also re-enforce positive outcomes by

- talking over what your child has gained from the experience
- discussing whether it has changed their training or career plans
- asking how it developed their skills or attitude to work

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