

Work Experience Information for Parents

SCHOOL: Chipping Norton

DATES: 3rd – 7th July, 2017

Work experience is an opportunity to gain a **broad experience** of the world of work and an **opportunity to develop skills** students will require in their future working lives. It may not necessarily reflect the eventual career choice of the student. Oxfordshire Work Experience assist the process for work experience at Chipping Norton School and liaises closely to ensure students gain a **valuable** and enjoyable placement.

What happens?

To start this process, students can look on the Link 2 database to identify employers who have taken Chipping Norton School students in the last few years. Or they can approach any other employer and ask for a placement. Students should write or email the employer in the first instance.

Please remember many employers are oversubscribed so not all students can expect to get their top choices and all employers are subject to meeting health, safety and insurance standards before placements can occur.

If students want to secure their own placement we are happy to support this but if they are unsure of where to go they should ask Mrs Dix for an appointment. Online forms need to be received by Christmas for 'out of county' and before the Easter break for all other placements. Please note placements in other counties will incur charges of £30 per student.

Once students have secured a placement they must complete an online student form. This will generate an electronic form to the employer to complete and return. After confirmation has been received it is essential that students **contact their employers** before the placement to agree start time, hours of work and other requirements. The employer may want to meet the student beforehand, and this can be a useful way to find out more about what will happen and where the employer is located. Historically where contact is not made by a student prior to a placement, the placement fails to occur, so it's something we really encourage.

As your son/daughter is of compulsory school age the employer offering the placement has a legal responsibility to inform you of any significant hazards in the workplace and measures taken to eliminate or minimise the risks they present to the student. This information may be given through a written risk assessment or verbally.

The Work Experience Placement

Before the placement the school will prepare the students regarding Health and Safety in the workplace, the standard of behaviour expected, what to do if things go wrong and what to do if ill or unable to attend.

During the placement you can help by checking that the placement is going well, manage expectations when things are not going so well and encourage a mature response to any difficulties. You should let the employer and school know of any absence and address any

problems with the school in the first instance. A teacher will normally visit or ring the student while he/she is on placement.

After the placement, students should get a chance to discuss their experiences in school but as a parent you can also talk over what your son/daughter has gained from the experience and relate it to your own experience of work.

General Information

Hours of work

The Working Time Regulations 1998 apply for work experience not child employment laws. Therefore:

working time, including overtime, must not exceed an average of 48 hours in each 7 days
young workers are entitled to a rest period of not less than 12 consecutive hours in each 24 hour period worked

where a young worker's daily working time is more than 4.5 hours, he or she is entitled to a rest break (of at least 30 minutes)

young workers are entitled to a 48 hour rest period in each 7 day working period

We suggest that working hours are **clearly defined** and agreed by parents in advance of the placement so suitable transport to and from placements can be arranged.

Payment and expenses

Work experience is part of the school curriculum and employers should make no payment for work to students, however, employers may help out with travel or meal expenses at their discretion.

Travel

Travel to a placement is the responsibility of the parent in the same way it would be for getting the student to school/college.

Reporting of absence or incidents

Parents must notify the school and employer of any absence e.g. for sickness

Employers must contact the school/college immediately:

if a student fails to turn up, as their participation in work experience contributes to school attendance

if a student is involved in an incident or accident. Accidents must also be recorded in line with HSE guidance.

For any school/college specific questions it is best to contact Mrs Theresa Dix directly on 01608 642107 or email: workexperience@chipping-norton.oxon.sch.uk

More information can be found on the OCC website www.oxfordshireworkexperience.org.

owe@oxfordshirelep.com

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