



COMPASSION, ACCEPTANCE, RESPONSIBILITY, FORGIVENESS, TRUST

## Our Christian Values

God teaches us to forgive and always accept forgiveness

We receive the Christian way of life as a gift from God

We believe and trust in God who loves each one of us

We are all unique children of God

Whatever you wish that men would do to you do to them

We are all equally precious and loved by God

## BURHAM CE PRIMARY SCHOOL

### WORK EXPERIENCE POLICY

Work Experience placements will be arranged through the governors and the headteacher on behalf of the LA (Local Authority).

Students who have siblings at the school or who used to attend the school, will not be allowed to do work experience.

#### **Aims of Work Experience**

These aims will help the student to

- Gain greater understanding of the requirements of the world of work
- Identify their strengths and areas for developments
- Establish linkage to their chosen career or employment in general
- Recognize the health & safety implications of the workplace
- Evaluate their own contribution to the experience
- Provide a work related context to support and enhance the curriculum

## **Organisation**

- The Headteacher will meet with the student before the placement is agreed to understand their future ambitions in terms of working in Education.
- The Headteacher will be the work experience co-ordinator who will be responsible for planning/deciding which class the student will work in.
- The class teacher will plan with the student what work they will cover.
- There should be opportunities for the student to extend his/her experience through challenging activities.
- The student should be given the opportunity to reflect on the experience and discuss it with their tutors.

## **School Responsibilities**

- Our school will ensure that work experience placements are appropriate to the need of the student.
- The children will be briefed with regard to expectations before the student starts to work at the school.
- We will provide a safe and secure place for the student to complete their work experience.
- We will conduct appropriate risk assessments before the student starts their work experience.
- Students will not receive payment whilst on Work Experience.
- Prohibited activities should be pointed out clearly to students at the beginning of their Work Experience.

## **Student Responsibilities**

- Whilst in school, students must be expected to behave as an 'appropriate adult.
- Students should be punctual and report to the school office each day on arrival at the school.
- Appropriate clothing must be worn during the placement.
- Students should not speak to pupils in an overly friendly way or discuss personal issues.

September 2006

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