



## **WORK EXPERIENCE POLICY**

### **RATIONALE**

Nidderdale High School is committed to providing educational experiences which prepare students for their post-16 destinations and ultimately the world of work. The school's work experience programme is an important part of the curriculum offer at Key Stage 4.

### **AIMS**

1. To enable all students to gain first hand experience of the world of work.
2. To develop the personal and social skills of students through active learning situations outside their normal education experience.
3. To develop the confidence of students in relating to adults in the wider community.
4. To widen students' awareness of opportunities available to them in the community.
5. To enrich the educational experience of all students by relating their work within school to the world of work outside the school.
6. To aid the development of mature career choices.
7. To develop the skills required to apply for employment and other post-16 opportunities.
8. To foster links for the mutual benefit of school, its students and the business community.
9. To develop independence, and a sense of responsibility in students through the expectation that they will obtain and maintain relevant work experience and comply with workplace expectations.

Work Experience at Nidderdale High School takes place for 1 week in either June or July of Year 10. It is viewed as an important part of the upper school curriculum and has the support of all staff some of whom undertake at least one visit to a student on placement. This interaction between school, staff, the student and the placement provider forms an essential part of the work experience scheme.

All students regardless of culture, gender, social background or physical ability have equal access to work experience although health considerations and disability may make some placements unsuitable for some students. All students must however meet the minimum standards of maturity required to embark upon a work placement in addition to parental permission. Under the direction of the Headteacher the Work Experience Coordinator and Key Stage 4 Learning Manager will judge an individual student's suitability for the work placement experience.

Each new placement is provided following contact by school to discuss the details of the placement with the provider. All placements are subject to the NYBEP administered Health & Safety check. Placements used previously will have been visited by a member of the school staff during the past 12 months. Students select their own placement with the assistance of the Work Experience Coordinator. A CV and letter of application which have been written in Careers focused tutorial sessions are sent to the employer who is encouraged to interview the applicant(s). In all cases the employer has the freedom to accept/reject each application. It is the responsibility of the student to contact the employer and arrange where possible a pre-placement visit.

The school's senior leadership team actively support the work experience programme by:

- a) ensuring work experience has a dedicated Calendar slot
- b) providing the Work Experience co-ordinator with admin assistance as required
- c) supporting Work Experience promotions and actively encouraging business/education links

The school's Work Experience scheme follows the Local Authority's guidelines for work experience. Placements are provided by a wide range of employers both small and large each of whom provides a valuable learning experience. The school recognises that all committed employers have a role to play in the Work Experience programme.

Parents are consulted early in Year 10 and are invited to an information evening provided by the school Work Experience Coordinator. They are kept fully informed of the scheme and are encouraged to provide placements, assistance during preparation and, essentially, support their child during the placement. Parents have the opportunity to comment on the scheme and the achievements of, and benefits to, their children by contacting the Work Experience Coordinator.

In Key Stage 4 some students may have an extended work experience placement of up to 3 days per week (more usually one) as part of a carefully planned, bespoke curriculum.

Work Experience provides useful cross curricular links and often provides the stimulus for work in academic subjects e.g. English, Technology. At the end of each work experience programme all students take part in a de-briefing session and staff involved in the programme evaluate the scheme suggesting possible changes for the following year based on the findings of the evaluation. As part of the de-brief students write a letter of thanks to their place of work experience.

Approved by Governing Board 16.11.2020  
Next Review: November 2022