

Ashgrove Primary School

Work Experience

Policy & Guidelines

1 January 2005

VERSION 1:1

Work Experience: Policy & Guidelines

Rationale

In Ashgrove 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.

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;
- priority has been given to
 1. the children of governors
 2. the children of staff
 3. past pupils;
- the student provides suitable documentation (re: insurance, record keeping, school feedback, consent forms, etc.) and agrees to a criminal record check.

Procedures

The young person on work experience is expected to report to the principal on the first morning. The principal will then ensure that copies of the school's Health And Safety Policy; Pastoral Care & Child Protection Policy; and Work Experience: Policy & Guidelines have been provided and discussed as necessary. 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 3:00pm with a break for lunch

(normally between 12am and 12:45pm with the student adding to playground supervision from 12:45pm until 1:15pm.)

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.

Review

This policy will be reviewed annually.