

Dear Parents / Carers

**WORK EXPERIENCE: 1 Week commencing
Monday 12 February - Friday 16 February 2024**

As you are probably aware, your child will be completing a one week Work Experience placement. Although Woodchurch High School is a Church of England Academy, it still follows the Local Authority's policy that all young people in their last years of secondary education, or beyond, take part in a work experience scheme during school time. This is part of their education in preparation for the World of Work. Admittedly some young people find paid jobs before they leave school on Saturdays and Sundays but the number and scope of these jobs is becoming increasingly limited. Therefore work experience gives pupils an opportunity to gain more of an insight into the workplace, as well as learning about work through work. It also provides an opportunity for pupils to develop their employability skills.

I must stress that work experience is not provided to help employers select young workers – nor is it to train young people in a particular job before they leave school. Neither is it usual practice for them to get paid. However, many pupils do gain experience of the type of work that they may be considering taking up when they leave school, whilst others choose to do something which they know they would not consider as a career, but in which they have an interest.

All placements that pupils undertake will have to undergo a risk assessment by an appropriately qualified member of staff or an equally qualified representative of the school. These risk assessments ensure employers / placement providers hold relevant Employers Insurance, Public Liability Insurance and are aware of their obligations and duty of care.

Where placements for pupils are arranged by the pupils directly, or by parents, a 'Self Placement' form must be completed and returned to school at the earliest available opportunity and certainly no later than the end of December 2023. For these placements, if any are not currently part of the Work Experience Scheme, a risk assessment will be undertaken before school can agree to your child's attendance, it is a requirement that pupils

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do not engage in any 'solo – working' with employers / providers in line with national DFE Safeguarding Children Guidelines.

Any Work Experience a pupil undertakes will occur only during the dates on the top of this letter. In addition, it is not expected that pupils should work outside of normal school hours, except where a specific agreement has been reached between the employer / provider and pupil. However, in the majority of cases an overwhelming number of pupils choose to do so, to get a fuller picture of the role/job they are undertaking.

A brief job description will be issued to pupils prior to the commencement of their placement. These will include a brief outline of the type of tasks they will undertake, as well as contact details and hours of work.

Participation will normally involve some small expenditure for fares etc and the midday meal will have to be paid for, or provided from home in the form of sandwiches. Where special clothing is required the employer will usually be able to assist although school does have a small supply of safety boots/overalls for loan, a refundable deposit is required for these. Expenses may be claimed for travel which exceeds the normal amount that a child would incur travelling to school. However, school will only reimburse for placements within the local area (i.e. Wirral) on production of a valid receipt e.g. bus ticket. If parents wish to make arrangements for their child to go to a placement outside the school catchment, it is their responsibility to arrange and fund transport.

Whilst on placement, if there are any issues, it is important that either you or your child contact school at the earliest available opportunity. Pupils should not simply 'absent' themselves from the placement, as this will be classed as 'unauthorised absence' and will be included on any post-16 reference request.

I have attached an application form which doubles as a consent form with this letter which needs to be completed and signed by both parent and child. This is merely to say that you agree to your child taking part in the scheme and that they agree to abide by the rules of the placement to which they are sent.

I am sure you will support us and your child in this important project. Please do however feel free to contact either myself or Mrs A Smith (Careers Coordinator) at school at any point, either before or during the placement, if you deem it necessary, to discuss any issue relating to this programme.

Yours sincerely

Lyndon R Bannon

Rev L R Bannon
Assistant Head Teacher

Woodchurch High School

WORK EXPERIENCE AGREEMENT FORM

Pupil Name: _____

Address: _____

Home Tele No: _____ **Mob Tele No:** _____

Date of Birth: _____ **Form Group:** _____

PUPIL AGREEMENT

As a pupil at Woodchurch High School, Church of England Academy, whilst on Work Experience, you need to agree to the following:

- I agree to take part in this work experience scheme.
- I agree to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission.
- I agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the employers representatives or by displayed instructions.
- I agree to follow any instructions that are given to me by either the employer or supervisor.
- In addition I agree to inform both school and employer if I cannot attend my work experience for any reason.
- I am aware that whilst on Work Experience I am representing the school. Consequently high standards of behaviour are expected from me, as they are in school.
- I will not absent myself from the placement if there is an issue. Instead I will contact the school for advice.
- I understand that relevant information about my medical condition, if applicable, will be shared with the employer to ensure I am adequately supported whilst on placement.

PARENT/GUARDIAN AGREEMENT

As a parent / carers of a pupil at Woodchurch High School, Church of England Academy, whilst on Work Experience, you need to agree to the following:

- As parent/guardian of the student named above I confirm that I have read and understood this form and the other accompanying documents and agree to his/her taking part in this scheme and undertake that he/she will observe the conditions set out.*
- Parents are reminded that under the Health & Safety at Work Act 1974, pupils are classed as employees and will be subject to Health & Safety regulations that legally require them to take proper care of themselves and others.

- It is also an offence to misuse or interfere with anything provided pertaining to Health & Safety (e.g.; a fire extinguisher).
- Parents are also reminded that pupils must not enter areas designated off – limits or use / interfere with equipment also considered off limits.
- I understand that all pupils on work experience are covered by Employers Liability and Employers Public Liability Insurance this is checked by the Birkenhead Secondary Schools Work Experience Collaboration before a student is allowed out on Work Experience.
- They are additionally covered through Wirral Borough Councils Public Liability Policy which protects against negligence by the council or its staff.
- The risk assessment undertaken by a suitable qualified member of school staff or by MPloy Solutions ensures that all people involved in supervising pupils on Work Experience are competent. However in most cases, the employers / providers and their staff will NOT have undergone a check by the Disclosure and Barring Service. Issues pertaining to Child Protection and Safeguarding Children will however have been highlighted to the employer / provider.
- I therefore understand that Woodchurch High School have acted in good faith and according to my wishes in ensuring the participation of my child on this programme, as part of their Work Related Learning Programme of Study.
- Consequently, I know school cannot be held responsible nor can it guarantee that all employees of the placement my child will undertake will have undergone a check by the Criminal Records Bureau. This equally applies to the Local Authority.
- Nevertheless by signing the consent below, I agree to my child's attendance / participation in the Work Experience Programme.
- It is a condition of Work Experience that pupils aren't paid whilst at work and they will be expected to meet the cost of their lunches and travel, although in some cases the firms taking part do offer assistance. However an expenses form will be provided for pupils to complete on request which can be used to claim travel expenses in the local area (i.e.; on this the boundary of the Metropolitan Borough of Wirral).
- I am aware pupils must not absent themselves from the placement if there is an issue. Nor will I authorise my child to absent themselves from the placement if there is an issue instead we/I will contact school for advice.
- I understand that relevant and applicable information about my child's medical needs may be shared with the employer to ensure my child is adequately supported whilst on placement.

HEALTH DETAILS / INFORMATION

Please complete the following health declaration by ticking the appropriate box.

DO YOU SUFFER FROM:		Y	N		Y	N	
1.	Colour Blindness			9.	Eczema/dermatitis		
2.	Dizziness			10.	Back problems		
3.	Epilepsy			11.	Claustrophobia		
4.	Fainting or Blackouts			12.	Skin Problems		
5.	Impaired Hearing			13.	Mental Health Problems		
6.	Asthma			14.	Physical Disabilities		
7.	Inflammatory Joint Condition			15.	Are you taking any medication that may affect your work, ie cause drowsiness?		
8.	Impaired Eyesight (if not corrected by glasses)						

If you have indicated YES for any of the above or if you have a medical condition that has not been listed, please give further information in the space provided below:

NOTE: Pupils are required to have an up to date tetanus injection if they may come into contact with animals or soil during their placement e.g. farming, vets, kennels, and stables of other similar job types.

Pupil's Signature

I confirm that I agree to abide by the above agreement and that I have completed this form as fully and carefully as possible and I understand that this information will be passed to my placement provider if deemed necessary by the school.

Signed _____ Date _____

Print Name: _____

Parent/Guardian's Signature

I confirm that I agree to abide by the above agreement and that I have read carefully and understand this form as completed by my daughter/son and that I agree with all the information given in the health declaration. I also understand a copy of this form will be sent to the placement provider to help them make any necessary adjustments/provision for my child if deemed necessary by the school.

Signed _____ Date _____

Print Name: _____

Relationship to child (e.g., parent): _____

Emergency contact number (for use when pupil is on placement) _____

Are you happy for your son/daughter to leave the employer's premises at lunchtime? YES/NO

Is there anything else an employer may wish to know, e.g. do you have autism etc.

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