



Murray Park School

Title of Policy	Work Experience Policy
Date of adoption	Spring 2025
Originator	T Taylor / J Woolley
Date of review	Spring 2026
Additional information	Updated November 2018 Data will be processed in line with requirements and protections set in the General Data Protection Regulation

Throughout this document Parent refers to Parent / Carer

Introduction

All students in Year 10 have the opportunity to undertake a one-week work experience placement based with an employer during KS4. This is a 'placement on employers' premises with the emphasis on the learning aspects of the experience'.

Aims

- To involve all Year 10 students in Work Experience
- To provide a coordinated and systematic approach to Work Experience
- To provide the opportunity for students to evaluate the placement.
- To provide evidence for a student's own 'Record of Achievement'

Objectives and benefits for students

Through the work experience programme students should:

- Gain self-knowledge regarding their own strengths and weaknesses enabling them to see their own place within the working community.
- Gain social skills as appropriate to work - e.g. mixing with adults other than teachers, self-presentation and punctuality.
- Identify work skills related to the curriculum.
- Develop occupational awareness.
- Inform and reflect on career plans.
- Give employers a positive view of Murray Park School and encourage employers to approach school directly when they have vacancies.

All placements will be available on an equal opportunity basis.

Benefits for the school

Work experience should benefit the school through:

- Partnership with employers and parents, which will enhance the reputation of the school.
- Positive experiences from which employers can be encouraged to become involved in other aspects of the work-related curriculum and the life of the school.
- Providing staff with the opportunity to see a broader range of students' skills and attributes' which are not always evident in school.

Placing and Preparation

Preparation for work experience placements will be undertaken in PD lessons and / or Tutor time. Students are encouraged to find placements for themselves which reflect their interests and possible career aspirations. Students with additional needs and those who require extra help to find placements will be supported accordingly by staff. A Work Experience Information Evening will take place in the autumn term to inform and advise parents about the process and procedures.

Once a placement has been agreed, students must complete the 'placement tool' on their Unifrog home page.

Employers then complete the 'Employer section' including details of Public Liability Insurance and risk assessments.

Parents then complete their section agreeing to everything the employer is offering and accepting their / the employer's responsibility for the placement.

Once all of the above is completed, school signs off on the placement.

Management

Work experience will be managed through Unifrog by the ACE Co-ordinator and the HOD CEIAG with the assistance of the Senior Admin Assistant (Work Experience). The SLT link for Careers will be responsible for Inclusion within the school.

Preparation and delivery

As part of the placement tool on Unifrog, students are given details of who their workplace contact is and will then receive details about hours and type of work, appropriate clothing and lunchtime arrangements. Staff will make workplace visits or contact employers by phone during the placement to check on progress.

Evaluation

At the end of the placement, employers and students complete an online evaluation form as part of the Unifrog programme. Students who successfully complete the week will also receive a certificate.

Responsibilities

School will deliver a health and safety session to all students involved in work experience prior to the placement.

As part of the Unifrog process, employers have to provide evidence of appropriate insurance cover for the students whilst they are in their care. Employers have a legal responsibility for the health and safety of the students who are regarded as a company employee whilst on placement.

Whilst on the placement, health and safety is the responsibility of the employers and students. If a student is unable to attend a placement, parents are expected to contact both the placement and the school. Placements are also asked to contact school about non-attendance so that this can be followed up.

Parents have a responsibility to ensure that their child is able to attend the work placement and, where necessary, provide transport to and from the placement.

Monitoring and Evaluation

After each block of work experience, HOD CEIAG and ACE Co-ordinator evaluate the programme taking account of student, employer and parent views and update / improve the programme in preparation for the next block.