

Work Experience Policy

1 Introduction

As a school our vision statement is 'Learning Together, Achieving Together' this underpins all we do. We are extremely committed to Continuing Professional Development, (CPD) for all of our staff as reflected in our status as an Investor in People School and this extends also to those who are aspiring colleagues. We strive to provide high quality placements for Work Experience Placements to ensure the future of education.

2 Aims and objectives

The aims and objectives of providing Work Experience Placements in our school are:

- to provide placements that will give Work Experience pupils a taste of teaching, in the hope that they may choose to continue their education and enter the profession;
- to develop links with Secondary Schools which may build relationships between staff and pupils of both schools;

3 Benefits

There are many benefits for all involved including;

- Emersons Green pupils will gain additional support and may benefit from extra opportunities.
- Teachers will be able to provide a realistic view of what it is to be a teacher.
- As links between Emersons Green Primary and Secondary Schools develop they may become mutually beneficial for pupils and staff.

4 Roles and Responsibilities

In order for Work Experience Placements to be successful it is important for all involved to be clear about their role. Where individuals are unsure they should consult with the Work Experience Co-ordinator or the secondary school of the visiting pupil.

Work Experience Co-ordinator;

- Receives written requests for a placement
- Responds to the request in writing to either offer or decline a placement
- Completes and returns standard forms from the secondary school
- Provide written information regarding the role of the visiting pupil during the placement

Emersons Green Primary School

- Provides a timetable for the visiting pupil
- Meet with the visiting pupil on arrival to show around school, alert pupil to Health and Safety issues, school timetable etc. and answer questions as necessary

Classteachers

- Responsible for giving visiting pupils clear instructions regarding what they would like the pupil to do
- Being aware of Health and Safety issues regarding the supervision of the visiting pupil
- Alerting the Work Experience Co-ordinator to any issues or potential problems with respect to the visiting pupil
- Providing a positive view of teaching and school life

Related Policies

Continuing Professional Development
Equal Opportunities
Health and Safety
Initial Teacher Training

Written by: S Churchill Feb 2006
Approved by Governors
Review date: March 2007