



Work Experience Policy

Work experience for our Year 11 pupils has always been very valuable and we have run a programme to support it for many years. Pupils have two weeks at the end of the summer term in which to undertake work experience. However, pupils are also encouraged to think about virtual opportunities or alternatives to in-person work experience during the sixth form too.

We believe that short periods of work experience for pupils can be an invaluable tool when deciding upon the course of study that they wish to pursue. It also enables them to gain an insight into the qualities which are useful to employers and to understand the value of interpersonal, communication and team-working skills as well having the opportunity to work in a professional environment.

At Exeter School we believe it is important for our pupils to develop the initiative and to make the arrangements themselves, although we can provide a helping hand and maintain a library of previous pupils' placements. Most pupils find work experience through their own initiative.

Health and Safety

It is essential that any work placement meets appropriate standards of safety and that both public and employer liability insurance are in place. Parents and pupils are responsible to find out if appropriate insurance is in place before accepting a placement and that the pupil discloses any health issues to the employer so that they can make adjustments if required.

Before the work experience takes place, pupils should:

- be made to realise and exploit the relevance of the work experience to their studies.
- be properly prepared, briefed and debriefed.

The work experience offered should:

- be determined based on individual pupil preference - consideration needs to be given to medical and health issues both by the parents and by the pupils.
- conform to different aspects of equal opportunities, i.e., gender or ethnic origin should not normally be a factor in determining the nature of the work experience placement.

Parents will be informed as to the purpose of and arrangements for work experience: this is done by a detailed letter via the school intranet pages.

All necessary insurance must be arranged by the employer.

After the work experience placement has taken place:

- pupils are encouraged to write a letter of thanks to the individual or company involved.
- pupils are encouraged to inform the Careers and Higher Education Adviser about the placement.