

**Key Stage Four Extended Work Experience Guidance**

Introduction

A small minority of students at Key Stage Four with clear vocational plans and aspirations may fare better by being afforded the opportunity to pursue their vocational plans prior to their school leaving age. This is particularly the case when an academic pathway is not their intended route.

Opportunities

Students at Key Stage Four may participate in Extended Work Experience from Year 10 until the last Friday in June of their Year 11. This must be arranged with the fully informed and explicit written consent of themselves and their parents.

Extended Work Experience must be arranged by the Work Experience Co-ordinator of the student’s school. This includes the requisite checks, insurance cover and monitoring that every Work Experience opportunity (regardless of duration) must encompass.

Extended Work Experience opportunities can be established for a maximum of four days per week. At least one day per week must be spent receiving numeracy and literacy tuition through the school.

Students must not receive payment or other renumeration from the Work Experience provider. The students are not employees, they are at all times enrolled school age students in receipt of Work Experience.

Students on work experience should usually work no more than eight hours per day and certain statutory prohibitions and restrictions will still apply, such as:

* Work that is beyond the student’s physical or psychological capacity.
* Work in heavy industries such as mines, quarries or any manufacturing.
* Work in premises where alcohol is sold, and the child is unaccompanied and under 16 years old.

Students on Extended Work Experience must remain on school roll and continue to receive all the safeguarding protections and oversight that affords.

Mechanism

Fully informed and explicit written consent must be secured from students and their parents.

The school Work Experience Co-ordinator is responsible for assessing and monitoring all Extended Work Experience placements throughout their full duration.

It is the school’s responsibility to check the student’s attendance at Work Experience daily and follow up on absence.

Should the student cease to attend Work Experience, they must return to full time attendance at school.

October 2021.

To be reviewed September 2022