



**HOLTON SLEAFORD**

— INDEPENDENT SCHOOL —

## **Work Experience Policy**

### **1. Purpose of the Policy**

This policy provides guidance and structure for work experience placements for Sixth Form students at Holton Sleaford Independent School. The goal is to offer students meaningful opportunities that help them develop career insights, professional skills, and workplace confidence.

### **2. Aims and Objectives**

- To provide students with the opportunity to gain hands-on experience in a professional environment.
- To develop key employability skills, such as communication, teamwork, and time management in line with the schools Self-Co tracker system.
- To help students explore potential career paths and make informed decisions about their future in line with the school Careers Policy.
- To foster responsibility, maturity, and resilience in a real-world setting.

### **3. Eligibility and Expectations**

All Sixth Form students are eligible for a work experience placement. Students are expected to secure their placements with support from the school's work experience coordinator. Students should select placements aligned with their career interests, academic goals, or subjects studied in Sixth Form. All placements must comply with health, safety, and insurance requirements, as set out by the school and Safety Measures Ltd.

### **4. Duration and Timing of Placements**

Work experience is typically a weekly placement and should ideally take place during the designated work experience day: Monday.

### **5. Placement Approval Process**

Students must submit details of their proposed placement for approval, including the employer's contact information, job role, and responsibilities.

The Work Experience Coordinator will forward information onto Safety Measures Ltd who will conduct a risk assessment to ensure the placement meets health, safety, and safeguarding standards. Only approved placements will be considered as part of the work experience programme.

## **6. Student Conduct**

Students are expected to behave professionally and respectfully throughout their placement, representing the school positively. They must follow all employer policies and guidelines during their time at the placement, including dress codes, punctuality, and conduct expectations. Any issues or concerns during the placement must be reported back to Holton immediately.

## **7. Health, Safety, and Safeguarding**

The school ensures that all employers hosting work experience students are aware of safeguarding responsibilities and provide a safe environment. Students and parents/guardians will be briefed on health and safety requirements by the Work Experience Coordinator before the placement begins.

## **8. Insurance**

The school maintains Public Liability Insurance and will verify that all employers also have appropriate Employer's Liability Insurance to cover work experience students.

## **9. Parental and Student Agreement**

A work experience agreement form must be signed by the student, their parent/guardian, and the employer. This form outlines the responsibilities and expectations for all parties.

## **10. Review and Feedback**

After the placement, students are required to complete a reflection and feedback form. Employers are also encouraged to provide feedback on the student's performance. The Work Experience Coordinator will review all feedback and assess the effectiveness of placements in meeting objectives.

## **11. Responsibilities**

- **Students:** Secure a suitable placement, behave professionally, complete all required documentation, and submit feedback.
- **Parents/Guardians:** Support the student in finding a placement and attend any pre-placement meetings if required.

- **Work Experience Coordinator:** Provide guidance, approve placements, liaise with Safety Measures Ltd regarding risk assessments, and offer support during the placement.

This policy will be reviewed annually to ensure its relevance and effectiveness in preparing students for the world of work.

<u>Written by...</u>	Tom Ward	<u>6/11/25</u>
<u>Approved by...</u>	<u>Dan Laughton</u>	<u>6/11/25</u>
<u>Signed...</u>		
<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>6/11/26</u>

## APPENDIX A – Introduction to Work Experience Letter

Dear Sixth Form Students,

I hope this message finds you well and you are excited about the opportunities ahead of you this academic year. I want to talk about something that can have a significant impact on your future: Work Experience.

### **Why is work experience important?**

Gaining Work Experience is about more than just adding to your CV; it's an essential part of preparing for your career. It gives you the chance to apply what you've learned in real-world settings, develop new skills, and understand more deeply what different roles and industries entail. Employers highly value candidates who have taken the initiative to gain practical experience because it shows dedication, adaptability, and a readiness for the workplace.

Through work experience, you'll gain insight into your strengths and areas for growth, meet people who can offer guidance and support, and discover what truly excites you. This experience will also help you stand out when you apply for jobs in the future. Many students find that work experience opens doors they never expected and helps clarify their career goals.

### **Finding a Placement is Your Responsibility**

While we're here to support you, it's ultimately your responsibility to seek out and secure a placement. Finding the right position requires research, networking, and resilience. Start by thinking about the fields or roles that interest you most and look into companies or organisations that align with these interests. Reach out to professionals in these areas, explore job boards, and use resources like LinkedIn to expand your connections. By taking ownership of this process, you're building valuable skills in independence and initiative—qualities that are highly sought after in any job market.

Remember, you are not alone in this process. We're here to offer guidance, answer your questions, and connect you with resources that may help you along the way. But the most successful students are those who take charge and actively seek out opportunities.

Good luck and remember: the effort you put into finding and making the most of your work experience will benefit you in ways you might not yet realize. Take this opportunity to explore, learn, and grow.

Best regards,

Tom Ward - Work Experience Coordinator

## APPENDIX B



Parent and Student agreement.pdf

## APPENDIX C



Reflection and feedback form.pdf