Holymead Primary School

Placement and Work Experience Policy

Aim

To support people who would like to gain experience of working in a primary school environment by providing work based voluntary placements and work experience.

Definitions: Placements and Work Experience

The terms Placement and Work Experience are often used interchangeably. We usually consider requests to spend time in school as part of a training course (e.g. Teacher training, college courses) or academic qualification, as a Placement. Requests from secondary school students or adults hoping to gain some initial experience in a primary school setting are considered to be applications for work experience.

Applications for Placements and Work Experience

Applications for placements and work experience should be made in writing in the form of a letter. This letter should include:

- Personal details: name, date of birth, address
- Details of the applicants current place of study/and or place of work
- Contact details for a school, college, university or work referee
- An explanation about why the applicant is hoping to secure a placement or work experience and what they are hoping to gain from the experience
- Applications can be posted, had delivered or sent to the school office email address (office@holymeadprimary.co.uk)

Applications for placements and work experience will be considered using the following criteria:

- The school's capacity to support applicants in their placement/work experience
- The quality of the written application
- Sufficient notice being given for the requested start date (we advise that applicants submit an application ***at least*** 2 months before any requested start date)
- Receipt of a satisfactory reference

Former Pupils

Whilst we are always delighted to hear about former pupils who are showing an interest in entering the teaching profession, we would encourage former pupils to maximise the opportunities presented by a work experience placement by applying to settings that they

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are not familiar with. This will provide them with a completely new experience, which will ultimately be far more rewarding for them. This will include:

- the application process itself: introducing themselves and explaining their reasons for their application
- meeting, and building relationships with, new people
- becoming familiar with the ethos, culture and systems of a new environment
- challenging themselves by working outside of their comfort zone

We have an informal agreement with other local schools who may be able to offer placements to former pupils as part of a reciprocal arrangement (we place their former pupils and they place our former pupils where possible). We may be able to help with contact details of other schools on request.

Parents and Carers of pupils

Applications from parents and carers will be considered alongside all and any other applications received.

Decisions on Placements and Work Experience

Placements and work experience, including the application process, are managed in school.

Written by: A Jones

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