



St. Katherine's School

YEAR 10 WORK EXPERIENCE SCHEME

Information for Employers

AIMS:

To improve the student's understanding of the 'World of Work'.

To encourage students to mix with adults in a work situation.

To help students grow in social and vocational maturity.

To help students in their transition from school to work.

IMPORTANT CONDITIONS:

The students must attend at the employer's premises for the whole week, except in the case of illness or prior agreement.

No payment is made by the employer to the student for the work undertaken.

If the student is ill then he/she must telephone the employer on the morning of absence. In case of absence, sickness or accident, the employer should immediately notify the school.

The hours of work may not be the hours of a normal school day. However, students should not be expected to work unsociable or excessive hours. Suitable breaks must be incorporated into the day.

The school cannot normally reimburse expenses for midday meals or travel.

It is the duty of the employer to ensure, so far as it is reasonably practicable, the health, safety and welfare of its employees (students).

Students must take reasonable care for their own health and safety and that of others who might be affected by their acts or omissions.

Students must co-operate with their employer and/or others to enable legal requirements to be met.

Students will not disclose any information which is confidential to the employer.

Students must not misuse or interfere with anything provided in the interest of health and safety.

Mrs Sandra Pearce
Work Related Learning Administrator