

Viking Academy Trust



Work Experience and Student Placements Policy

Approved by the Trust: Term 6 2017

Reviewed biennially: Term 6

Last review date: Term 3 2015

Signed:

Chair of Trust



The VIKING ACADEMY TRUST 'Staff Induction Policy' has been written after consultation with staff and following DfE guidance.

Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Free School
Upton Junior School

This Work Experience and Student Placement Policy is specific to Upton Junior School.

Guidelines for Work Experience and Student Placements

Work experience

- Usually from Secondary schools year 10 onwards
- Could be week blocks or part of a day across the term/year
- Pupils are under 18 and still at school so do not need a CRB check
- First day to begin at 8.30, sign in at Reception, meet Teacher and receive Safeguarding pack
- It would be nice if a tour of the school could be arranged for them during their first day
- Pupils will need to sign in and out every day and wear their badge at all times
- Dress should be smart - no jeans or tee shirts. If they are doing Games, Sport or Swimming then they should bring clothes to change into
- Pupils are not allowed into the Staff Room
- They should use the adult toilets
- Pupils should be set meaningful tasks to complete under the direct supervision of the Classteacher. They should not take groups of pupils away from the classroom environment on their own
- They should not go out to breaks with the pupils to maintain a professional distance
- We are not responsible for them during the lunch break and they should make their own arrangements - if staying on site for lunch they can eat in the Hall or in the classroom

Student placements

- Are many and varied, according to the course being followed, but are

usually at least 1 day per week

- Students are over 18 so are allowed in the Staff Room
- CRB checks are completed and checked with the Office on their first day
- Every day to begin at 8.30, sign in at Reception
- Identity check, meet Teacher and receive Safeguarding pack on the first morning
- A tour of the school should be arranged for them during their first day
- Students will need to sign in and out every day and wear their badge at all times
- Dress should be smart - no jeans or tee shirts. If they are doing Games, Sport or Swimming then they should bring clothes to change into
- Students should shadow the class teacher, including duties and PPA cover. They normally get 20% of their timetable off in addition to this
- Classteachers should check the students files regularly, be aware of teaching commitments required for the practice and regularly liaise with the Mentor
- All students will have a Mentor who comes from a different year group from where they are working. Current mentors are Caroline, Tessa, Nicole, Nicola, Ashley and Natasha with Lindsey being the Lead Mentor
- All paperwork for the placement is completed by the Mentor
- Class teachers should not withdraw from their class until they are certain the student is capable of maintaining acceptable standards in all areas
- Any problems should be reported to the Mentor sooner rather than later