

Internships

The main aim of the Internship programme is for students to experience the working world and see how what they learn at school relates to the work environment. We feel that students will have a more valuable experience if they are able to go somewhere that is of interest to them and at a time that is appropriate. As such we are running an internship programme for those students who are interested. It is not essential that all students experience work in this way so the internship programme is voluntary. Any student who wishes to participate in the internship programme must follow the guidelines below.

Guidelines

- Students should aim to find their own placements, doing something that interests them and will provide a valid experience of the world of work. If someone wants to do a period of work experience but doesn't have the contacts to organise it they can see Miss Hields for help.
- Applications should include details of the placement, including dates, and a letter justifying their desire to go on a placement, explaining why the placement will be a valuable experience for them, a description of the sorts of tasks they will be doing and a plan on how they expect to catch up the work that they miss. Applications should also include the completed student own placement form.
- Students should liaise with the employer and ensure that a student own placement form is completed. Parents should be aware that there may be a cost involved to ensure that placements meet insurance and health and safety requirements.
- All applications need to be returned to Miss Hields.
- Placements can be any length of time, up to a maximum of 2 weeks.
- Students need to give at least 8 weeks notice for the placement with the paperwork complete.
- Students won't be allowed to go on a placement in the 2 weeks preceding a GCSE exam.
- Students will need to get permission from their teachers 2 weeks before their placement to ensure that they are up to date with work and to organise a plan to catch up the work that they miss.
- Attendance in school should be over 90% for the preceding term for a student to be given permission to go on the placement, unless there are extenuating circumstances.
- Students will need to produce a report, in the media form of their choice, within 2 weeks of the placement describing what new experiences/skills they have gained.
- There will be an expectation that all work that is missed is caught up within 2 weeks of the end of the placement. If the work is not caught up in the student's own time then there will be an expectation that the student will spend time at homework club in the library until the work is caught up.
- Parents and students will need to sign a copy of the guidelines to show that they know the expectations and limitations for the placements.

The school reserves the right to stop a student going on a placement.

Signed (student): _____

Date: _____

Signed (parent): _____

Date: _____