

## **Tottingon High School**

### **Work Experience 2010**

#### ***Parent/Guardian Agreement and Consent Return***

##### **The Work**

1. The student will carry out meaningful work during the period of employment. The work will be planned by a responsible person and the students will be given appropriate instruction before, and adequate supervision whilst, operating any machinery or equipment.
2. The employer will ensure that the students are not required to operate any hazardous machinery or to carry out work of an unsuitable or objectionable nature.

##### **Conditions**

1. The students will receive no payment for this work in accordance with the terms of the Education (Work Experience) Act, but some employers may make good, direct to the students, the additional cost of travel and meals. The precise arrangements that will apply to your child's placement will be sent to you in due course.
2. Travel costs incurred by your son/daughter whilst on Work Experience will have to be met by you except in cases of financial hardship.
3. The students will not be allowed to work outside the hours stipulated on the job description as prepared by the Bolton and Bury Education Business Partnership in agreement with the employer.

##### **Rules**

1. The school requires that parents and students take note of the following rules: -
  - a) That they will not disclose any information confidential to the employer without the employer's prior consent
  - b) That they will obey all safety, security and other instructions given by the employer.
2. The students' parents will undertake to see that the students fulfil their obligations. The parents will also confirm that their child is not suffering from any complaint which may cause a hazard either to themselves or to those working with them.
3. The Local Authority has taken out Personal Accident Insurance to cover the student against injury to himself/herself caused by accident during the course of his/her work with the employer.
4. The employer has arranged for insurance cover against accident or injury caused to the student or his/her property by the negligence of the employer or another employee.
5. The employer has (as he would for paid employees) accepted, or insured himself against liability for loss, damage or injury caused by the student whilst acting as a servant of the organisation, to the employer's property, other employees or a third party.

##### **Personal**

In case of any accident or sickness the employer will notify by telephone and without delay, the student's school and the student's home if a number is given. The student will be allowed to use whatever first aid facilities the employer provides.

Please complete the return slip below as acknowledgement and supply details of any medical condition or medication which your child takes regularly.

## Tottingon High School – Work Experience – Reply Slip

I/We acknowledge receipt of the work experience letter and agreement outlining the work, conditions and rules which apply during the two week placement.

Medical Condition (including asthma, epilepsy etc)

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Medication (taken on a regular basis)

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I understand that family holidays are not to be taken during the period of work experience.

I understand that my child cannot attend a work experience placement which has not been approved by Bolton and Bury Education Business Partnership.

<b>Name of Student</b>	<b>Form</b>
<b>Signed</b>  <b>Parent/Guardian</b>	<b>Date</b>