

**WOOD GREEN SCHOOL SIXTH FORM WORK EXPERIENCE
STUDENT PLACEMENT FORM (SOP)**

This form should be completed and signed in black ink. It **must** be completed in full and returned by the given deadline for a student to proceed with the work experience process.

School Name	Wood Green School	Work Experience dates	1 – 4 September 2015
Work Experience co-ordinator Name	Miss L Hardman	School Tel. No.	01993 702355
Student Name		Tutor group	
Date of Birth		Male/Female	
Home Address		Home Tel	
		Mobile Tel	
Post Code		Email address	

Name of organisation offering placement			
Address		Contact's Name	
Post Code		Contact's job title	
Telephone No.		Email address	
Organisation's Employers Liability Insurance Policy Number		Organisation's Employers Liability Insurance expiry date	
Placement job title and/or description			

EMPLOYER AGREEMENT

- I agree to Wood Green School holding information regarding work experience placements on the Work Experience database systems
- I understand that the placement will be confirmed to me by the School prior to its start date
- I confirm I will have appropriate Employer Liability Insurance to cover work experience students in place for the placement duration (and have notified my brokers if necessary)
- I am aware of the requirement on employers to complete a suitable and sufficient risk assessment and to provide information to a parent/carer for a child of compulsory school age in accordance with the *Management of Health and Safety at Work Regulations 1999 (as amended)*.
- I will undertake to provide induction training, including Health and Safety and emergency arrangements.
- I will undertake to have due regard for the welfare of the young people in the workplace and understand that it may be necessary to undergo a Criminal Records Bureau Check in line with the 'Safeguarding of Children in Education' [DfES Guidance September 2004]
- I will notify the school in the event of any absence, early termination of placement, injury, or any other difficulties regarding the student, or should an incorrect student appear.

Employer signature		Date	
Employer Name		Employer job title	

I would like to take this opportunity to thank you for agreeing to take part in the Work Experience process, Mrs Carolyn Whiting – Assistant Headteacher/Head of Sixth Form

STUDENT

- As the student named overleaf I agree to take part in this work experience scheme and confirm that I have read and understood this form
- I also agree to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose any such information to another person without the employer's permission
- I also agree to observe all safety, security and other regulations laid down by the employer and make known to me verbally, in writing or by displayed instructions

PARENT/CARER

- As parent/carer of the student overleaf, I confirm that I have read and understood this form and agree to him/her taking part in this scheme and undertake that he/she will observe the conditions set out
- I understand that parents/carers have responsibility for safety whilst the student is travelling to and from the placement
- I understand that the employer has taken responsibility to ensure that so far as is reasonably practicable, all necessary health and safety measures will be taken during the placement and will share risk assessment information with me
- I understand I must inform the employer and Wood Green School of any absence during work placement
- In the interests of my son/daughter, I confirm that:
 - he/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the health or safety of another person. (Should you be in any doubt, please consult Mrs Hardman at school)
 - or
 - he/she suffers from the following medical condition which should be conveyed to the employer (detail below and/or attach details)

Parent/Carer

Date

Please return this form by 22 June 2015 to Miss L Hardman, Work Experience Co-ordinator:
sixthformworkexperience@wgswitney.org.uk

Wood Green School, Woodstock Road, Witney, OXON, OX28 1DX | 01993 702 355