

## MAVISBANK SCHOOL

### Work Experience/Student Placement Procedures

In Mavisbank School we realise how important it is to train the workforce of the future and we are thus very keen to be involved in offering work experience to our local High school pupils and training students from colleges and universities.

The school is open to taking students from all training facilities that have sought this service from us.

The DHT takes responsibility for liaising with appropriate outside agencies and is the key supporter for the person during their placement.

The whole school staff including the HT have a duty to assist the students in any way possible.

The DHT will hold discussions with appropriate involved staff members before reports are written.

The student has the opportunity to discuss his/her report before it is finalised.

Student details:

Name should be placed in Work Experience/Student Placement File.

**NO WORK EXPERIENCE PUPIL OR STUDENT SHOULD BE LEFT UNSUPERVISED WITH PUPILS AT ANY TIME.**

Reviewed by: John Lochrie, Eileen McDonnell July 2015

Date of next review: July 2018