

# Work Experience – 2025/26

## Frequently Asked Questions

### **What insurances do placements need to offer a work experience placement?**

Companies who offer placements must have employer liability and public liability insurance.

### **What do I need to do if my son or daughter is sick and can't attend their placement?**

Two phone calls should be made as early as possible to both the placement provider and Burton Borough Absence Team on 01952 951408 (or contact via the school website.)

### **Can my son or daughter work with me or a close family member?**

The aim of the programme is for students to experience the world of work, including meeting new people, so wherever possible, working with family should be avoided. It is also important to point out that if the family business is classed as a sole trader, it is unlikely to be approved by Telford & Wrekin EBL.

### **My son or daughter already works at a company on a Saturday, can they do their work experience there?**

Yes, however it cannot be paid employment.

### **My son or daughter would like to continue their work experience during the weekends or holidays, is that okay?**

Unfortunately, our insurance, through Telford & Wrekin, does not cover weekends or holidays.

### **Can my son or daughter complete their work experience placement at Burton Borough?**

Unfortunately, not, we take students from other schools and colleges, in return they take our students.

### **The placement organised for my son or daughter is closed on one or more days during the programme, do they stay at home?**

No, we must be informed of this on the health & safety form and students will be expected to take part in a hybrid employability programme. Failure to do this will result in an unauthorised absence being recorded.

### **Can my son or daughter do two or more separate placements?**

No, we feel that placements for less than a week do not allow students to settle in and get the most from their placement. If there is a problem with a placement providing the full week, please contact Ms Hughes.

### **What do I do if my son or daughter cannot find a placement?**

As a school we have a wide range of contacts in many employment sectors. If your son or daughter is struggling to arrange a placement, please contact Ms Hughes, or email, who will be happy to pass on contact information for possible placements in their chosen occupational area.

### **What additional support is available for students in applying for placements?**

Ms Hughes is available for drop-in support before school or during breaktime in ST17, if students need support in contacting employers. There will also be support in PSHE lessons.

### **Will my son or daughter just work school hours?**

No, as this is experience of work, students should work a full working day. This however should not be longer than eight hours and should not include unsociable hours or shift work.

### **Is there any placements that my son or daughter cannot do?**

Due to the age of the students, there will be some placements that will be deemed unsuitable due to employment bylaws. These placements will not be approved by Telford & Wrekin. For more information go to: <https://www.gov.uk/child-employment/restrictions-on-child-employment>

### **Can my son or daughter attend a placement outside of Telford?**

Yes, however please be aware that this is passed to the appropriate local authority for health & safety checks and does take a considerable amount of time. There is a greater risk that a placement out of area will not be approved.

### **What should I do if my son or daughter has problems whilst on placement?**

If there are any concerns during the placement, please contact the school immediately.

### **My son or daughter has a care plan or a medical condition that Burton Borough are aware of, will this be passed on to the placement?**

No, due to laws regarding sharing of data, we will not share your son or daughters care plan or medical information with the placement. You will be expected to notify the placement and ensure they are able to adhere to the care plan.

### **My son or daughter is Pupil Premium, will I be able to receive financial support to help them on Work Experience?**

If you require support, please contact your head of year.

### **Will my son or daughter be visited whilst on placement?**

We endeavour to contact all employers whilst on placement, this will be via a monitoring telephone call from a member of staff to the placement to check how the student is doing.