



MAIDEN ERLEGH SCHOOL

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Dear Parent/Guardian

Years 9 – 11 Paid Employment Process for Students Under the Age of 16.

We are writing to inform you of the process that students under the age of 16 should follow should they wish to find themselves paid employment.

Anyone under the age of 16 who wishes to seek paid employment needs to complete an employment permit that is signed by a parent or guardian, the child, the place of employment and the school.

When the school signs these permits we always look at attendance and punctuality data to ensure the young person is not at risk of falling behind in either of these aspects at school. The school keeps a record of this permit in the student's file and, if for any reason, attendance or punctuality fall, we will write to the student's place of work and ask that they terminate the work contract of the young person working there until this improves again.

We also would like to draw your attention to after school working arrangements and ensure all parties are aware that work commitments do not take priority over school appointments or detentions. This includes 15 minute appointments which staff may have set for that day. Should this prove to be an issue, again we will write to the place of work and explain that the young person's time is needed in school on extended hours and ask that they change their hours to coincide with this.

There is more detail about these employment permits on the Wokingham website. .
<https://www.wokingham.gov.uk/children-and-families/for-young-people/having-a-part-time-job-if-youre-under-16/>

Thank you for your continued support with this.

Yours sincerely

Mrs J Bhadye
Head of Year 9

Miss C Nimmo
Head of Year 10

Mr T Crockford
Head of Year 11