

The agreement consists of the following:

ARTICLE 1

Miss Mister :
Born the
Address :

Will undertake a Work Shadowing in a company for a duration of ... days
Starting the and finishing the

	MORNING	AFTERNOON
MONDAY	de : h à h	de : h à h
TUESDAY	de : h à h	de : h à h
WEDNESDAY	de : h à h	de : h à h
THURSDAY	de : h à h	de : h à h
FRIDAY	de : h à h	de : h à h

Which represents hours

ARTICLE 2 :

The Work Shadowing experience within a company is part of the National Curriculum for all students in their last year at Senior School. The Work Shadowing experience has for objective to sensibilise students towards the working environment both from a technical, economic and professional point of view, in relation with the programs being studied at school especially that of the Students future orientation.

ARTICLE 3

The Work Shadowing program within a company has been established between the company and the Head of the Senior School or his representative, the Student's form teacher.

ARTICLE 4

Articles R 234-11 and R 234-21 concerning dangerous work applies to students under the age of eighteen. It is forbidden for students to carry out, or undertake dangerous work, or to use dangerous machines, for example electric machines, welding tools, tractors or lifting devices.

ARTICLE 5

The Student must undertake a report concerning the Work Shadowing experience. The Host Company will communicate the information necessary for this report.

ARTICLE 6

A Teacher designated by the Head of the Senior School will oversee the Student within conditions agreed with the Host Company (phone call or visit, day and time).

ARTICLE 7

During time spent in the Host Company, the Student will keep his/her status as a Student, and stays under the responsibility of the Head of the Senior School. He/she is however subjected to the general rules and discipline of the company especially concerning the respect of hours and rules regarding hygiene and safety at work, under reserve of article 9 of the present convention.

ARTICLE 8

The Host Company can make no financial profit from the presence of the Student in the company. The Student can not ask for any payment or cost expenses from the company. The cost of food, lodgings are at the cost of the Student's family.

During the Work Shadowing, the Student must not undertake work for the Host Company.

ARTICLE 9

The Student must respect the working hours established in article 1. Daily or weekly hours of the Student can not exceed those established by the labour code

30 hours per week for students under fifteen

35 hours per week for students over fifteen

7 hours per day

2 days off per week including Sunday

A minimum rest of 14 hours consecutive must be ensured for students under sixteen (twelve hours for sixteen to eighteen years old).

Students under eighteen must have a rest of 30 minutes every four and a half hours.

In case of absence, the Student must notify the Senior School by telephone.

ARTICLE 10

The presence of the Student at the place of the Work Shadowing before six in the morning and after eight at night is not allowed for students under sixteen (Six in the morning and ten at night for students between sixteen and eighteen). There will be no derogation.

ARTICLE 11

In case of misconduct, the Head of the Host Company has the right to end the Work Shadowing for the Student at fault after having notified the Head of the Senior School. Before the Student leaves, the Head of the Host Company must assure that the Head of the Senior School has received the notification.

ARTICLE 12

The insurance cover of the Student is insured under the following conditions:

The Student is entitled to health cover under article L.313-3 of the social security code

The Student must have a copy of their legal representative national insurance number

In case of an accident, the Head of the Host Company must contact the Head of the Senior School who will contact the parents

ARTICLE 13

The Senior School has undertaken an insurance covering the civil responsibility of the Student for any damages that might be caused in the Host Company, and on the journey to and from the Student home and the Host Company. The Host Company will have an insurance cover against accident that might take place under the company responsibility in accordance to the article 1384 of the civil code, or notify his insurance about the presence of the Student inside the company.

ARTICLE 14

In case of an accident involving the Student “either in the Host Company or during the journey to or from the Host Company”, the Head of the Host Company will notify the Head of the Senior School on the day that the accident happened.

ARTICLE 15

At the end of the Work Shadowing, the Head of the Senior School will receive feedback from the Host Company mentioning certain points if necessary.

ARTICLE 16

Not applicable

ARTICLE 18

This convention is to be agreed and signed in three examples, the first for the Host Company, the second for the Parents or Legal Representative of the Student, the third for the Senior School. It should also be signed by the Student who commit to

Behave correctly

Have respect for material at his or her disposition

Immediately notify Host Company and Senior School in case of absence

Place in Bordeaux, France

The

Read and agreed.

Legal representative

Student

**Head of the Senior School
Company**

Head of the Host