

# Working while still at school

More and more young people are looking for part-time jobs while still studying at school. If you are below the minimum school leaving age, legislation limits the hours you may work and the types of work you are allowed to do.



If you are below the minimum school leaving age, you must have an employment permit issued by the Local Authority where you will be working.

### **13 and 14 year olds may work:**

- A total of 2 hours on school days - a maximum of 1 hour between 7am and the start of school and between the end of school and 7pm.
- A maximum of 5 hours (between 7am and 7pm) on Saturdays.
- A maximum of 2 hours (between 7am and 7pm) on Sundays.
- A maximum of 12 hours per week during term time.
- 5 hours on weekdays during school holidays, up to a maximum of 25 hours in any one week.

### **15 and 16 year olds may work:**

- A total of 2 hours on school days - a maximum of 1 hour between 7am and the start of school and between the end of school and 7pm.
- A maximum of 8 hours (between 7am and 7pm) on Saturdays.
- A maximum of 2 hours (between 7am and 7pm) on Sundays.
- 8 hours on weekdays during school holidays, up to a maximum of 35 hours in any one week.

### **Children may not work:**

- For more than 1 hour before school.
- During school hours.
- Before 7am or after 7pm.
- For more than 4 hours without taking a break of at least 1 hour.
- Without having at least 2 weeks free from work in any one year.
- In any industrial setting (a factory, building site, etc), in transport, construction work, a mine or on a registered merchant ship.
- In any occupations prohibited by local bye-laws or other legislation or that may be harmful to their health, well-being or education.

Performance licences are issued by the Local Authority if a child is offered work in television, theatre, broadcasting, modelling or similar activities. The Local Authority will liaise with the child's school to ensure that their education will not suffer.

A child taking part in a performance will require chaperoning by someone licensed by the Local Authority.

Different Local Authorities have different rules and regulations for their areas. If you or your employer do not apply for an employment permit, the employer may face prosecution and you might not be covered by insurance for any accidents. You must have your parents' or carers' consent to work part-time.

You do not need a work permit for work experience that is arranged by your school.

## **Working whilst still studying after Year 11**

Once you reach the minimum school leaving age, there are no Local Authority restrictions on work and your working hours are restricted by Working Time Regulations which include different rules for 16 and 17 year olds. Some schools and colleges have their own guidelines with regard to the maximum number of hours they prefer students to work - check with your own school or college for further information.

**For more information on obtaining an employment permit, check with the Local Authority where you will be working:**

### **Gateshead Council Education Welfare Department**

Telephone 0191 433 8572

### **Newcastle City Council Education Welfare Service**

Telephone 0191 277 4500

### **North Tyneside Attendance and Education Welfare Service**

Telephone 0191 643 8392

### **South Tyneside Council Education Welfare Service**

Telephone 0191 424 9927/424 9936

### **City of Sunderland Child Employment Officer**

Attendance Team, Telephone 0191 561 5660

All Connexions information products can be supplied in large print, audio, Braille or languages other than English. If you require this service or would like more information please contact your local Connexions Centre.

# Connexions Centres

## Interchange Centre Gateshead

Direct Line **0191 433 6800**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Newbottle Street Houghton-le-Spring

Direct Line **0191 443 2972**

Opening times

Mon and Fri 10am-4pm

Tue and Thur 10am-5pm

Wed appointments only

## Percy Street

### Newcastle upon Tyne

Direct Line **0191 277 1944**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-5pm

## Russell Street

### North Shields

Direct Line **0191 290 0415**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Ocean Road South Shields

Direct Line **0191 424 6630**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Fawcett Street Sunderland

Direct Line **0191 443 2950**

Opening times

Mon, Wed 9.30am-5.30pm

Tue, Thur, Fri 9.30am-5pm

## The Galleries Washington

Direct Line **0191 443 2986**

Opening times

Mon, Wed, Thur 10am-5pm

Fri 10am-4pm

Tue appointments only

## Connexions Direct

Call free on **080 800 13 2 19**,

text **07766 4 13 21 9** or visit

**[www.connexions-direct.com](http://www.connexions-direct.com)**.

Open 8am-2am, Mon-Sun

[www.connexions-tw.co.uk](http://www.connexions-tw.co.uk)