



**Etone College**  
www.etonecollege.co.uk

Our ref: LBA/NWA/Take Your Child to Work Experience/Year 9

28<sup>th</sup> May 2021

Dear Parents/Carers

### **Etone College – Year 9 Take Your Child to Work Experience**

Etone College are offering our Year 9 pupils the opportunity to experience the world of work between the dates of Monday 19<sup>th</sup> to Wednesday 21<sup>st</sup> July 2021. The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to exciting opportunities.

The Gatsby Foundation 'Good Career Guidance' Report states that good career guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them. Gatsby Benchmark 5 states "Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes."

Year 9 pupils are being offered the opportunity to accompany a family member or close family friend/relation to their place of work. There are some amazing benefits of work experience and we hope the placement will enable your child to:

- gain insight into the skills required for a particular job
- increase their awareness of their own skills and strengths
- increase their motivation to do well in school
- gain useful experience for their CV
- appreciate the skills needed to succeed in a job

Some specific requirements to note for pupils under the age of 16 taking on work experience are:

- Pupils must only work during the day time (not before 7am or after 7pm)
- Pupils must have a 30 minute break for any shift lasting more than 4.5 hours
- Pupils must not work for more than 8 hours a day.

Placements should not be 'high risk' (no factories, industrial sites or alcoholic sales) and we must have the appropriate insurances, risk assessments and health and safety procedures confirmed in advance. This **must include** a copy of the company's public/employers' liability insurance.

**If pupils are unable to secure a placement, they will be required to remain in school in normal lessons on these dates.**

Please return the attached "Take Your Child to Work Experience" form with all supporting documents to the clearly marked box in the Café by no later than **Friday 25<sup>th</sup> June 2021**. Please also report any changes to your child's OSA2 Medical Consent Form. **If you do not return the work experience form your child will need to be in school.**

Please note that all placements are subject to continued good behaviour and regular attendance. Additionally, the signed form from yourself agrees that the school reserves the right to send your child home at your expense if your child jeopardizes their own safety, the safety of others or the good name of the school.

If you have any questions, please do not hesitate to contact Miss Waite on 02476 757300.

Yours sincerely

**Mrs L Barlow**  
**Careers Leader**

**Mr I Smith**  
**Headteacher**



Etone College  
Leicester Road  
Nuneaton  
Warwickshire  
CV11 6AA



Head Teacher: Mr I Smith

024 76 757300

@EtoneCollege

postbox@etonecollege.co.uk



## **Frequently Asked Questions**

### **Can we help secure a placement?**

Unfortunately, we are unable to assist on this occasion, as the placements are to be secured through family members or relations.

### **What uniform/work clothes are required?**

Work outfits are dependent upon the placement so it is important to obtain this information prior to the placement commencing. For example, if the placement is a nursery, your child may be asked to wear comfortable leggings and a certain coloured top. If it is a restaurant, the work uniform may be black trousers/skirt and a white shirt.

### **Can they work in a pub?**

Yes but they must not serve alcohol.

### **Does the placement need to just be with a family member?**

No, placements can also be with close family friends or relatives.

### **Are the hours of work the same as school?**

The hours of work will be determined by the placement, however, they must comply with the guidelines stated in the letter.

### **What if the placement can't provide insurance details?**

If this is the case, then the placement isn't able to happen and an alternative placement should be sought, or your child should come to school.

### **If a placement can only be secured for one or two days instead of the full three days, can my child go to the placement and come to school on the non-placement days?**

Yes this will be fine, but if possible, please let us know in advance.