

Our ref: LBA/NWA/Careers day – Take Your Child to Work Day/Year 9

9th October 2019

Dear Parents/Carers

Etone College Careers Day – Year 9 Take Your Child to Work Day



Etone College
www.etonecollege.co.uk

We will be holding a whole school Careers Day at Etone College on Thursday 24th October 2019. The aim of the day is to inspire pupils' exploration of career opportunities, 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 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 or industrial sites) 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 and employers' liability insurance.

If pupils are unable to secure a placement with a family member, they will be required to remain in school and participate in the Careers Day.

Please return the attached "Take Your Child to Work Day" form with all supporting documents to main school reception by no later than **Wednesday 16th October 2019**. Please report any changes to your child's OSA2 Medical Consent Form. **If you do not return this form your child will remain in school on 24th October.**

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 or Mrs Barlow on 02476 757300.

Yours sincerely

Mrs L Barlow
Careers Leader

Mr I Smith
Headteacher





Etone College
www.etonecollege.co.uk

Take Your Child to Work Day Form

Pupil name		Form	
-------------------	--	-------------	--

Section 1: Details of who your child is going to work with	
---	--

Full name	
Relationship to your child	
Position/Job title	
Contact number	

Section 2: Organisation/Employer details	
---	--

Company name	
Contact name at company	
Contact number	
Email address	
Address	

Section 3: Declaration	
-------------------------------	--

The pupil named above will be going to work with the person named in section 1 on Thursday 24th October 2019. The parent/carer of this child gives their permission. The employer named in Section 2 supports this placement and confirms that the pupil will be given an induction and will be covered by the employer's health & safety policies and practices. All parties have checked that the company has the relevant public and employer's liability insurance to cover the named child during their placement.

Signed (Parent/Carer)		Date	
Signed (person taking child to work, if not parent)		Date	
Signed (Employer)		Date	

If you have been unable to secure a placement, please sign below to confirm that your child will be attending school on Thursday 24th October 2019 instead.			
---	--	--	--

Signed (Parent/Carer)		Date	
-----------------------	--	------	--

Please return this form to Reception by Wednesday 16th October 2019.