

28th June 2022

Dear Parents/Carers

Etone College – Work Experience



Thank you to Year 10 and 12 pupils for taking the opportunity to experience the world of work between 11th July to 19th July 2022. The aim of the experience is to inspire their exploration of different careers, expand their networks and open their eyes to exciting opportunities.

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 whilst on work experience. Pupils must;

- only work during the day time (not before 7am or after 7pm)
- have a 30 minute break for any shift lasting more than 4.5 hours
- not work for more than 8 hours a day
- be aware of their start and finish times
- ensure they know the dress code
- ensure that they have researched how to get to their placement
- ensure they think about lunches and breaks. Do they need a packed lunch etc?

All pupils should have emailed or called their placements to arrange the above before 8th July 2022.

Placements should not be 'high risk' (no factories, industrial sites or alcoholic sales) and you must ensure your child's placement has the appropriate insurances, risk assessments and health and safety procedures in place, including public/employers' liability insurance.

Whilst on placement, pupils should complete their work experience diaries and hand them in to their form tutor in September. During their placement, a member of staff will be in touch with the company to check on their progress. Please email Miss Moore via careers@etonecollege.co.uk if there are any issues whilst on placement.

Should pupils be absent for any reason during their placement, they should advise their placement along with the school.

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

We hope pupils enjoy their time at work.

Yours faithfully

Mr I Smith
Headteacher