



Etone College
www.etonecollege.co.uk

Dear Parents/Carers

Etone College – Work Experience

Thank you year 10 and 12 students for securing your work experience placement between 15-18th July 2024. The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to exciting opportunities. We are therefore not expecting students in year 10 and 12 in school between these dates. There are a handful of students who are reporting to school for their work experience, parents have been contacted about this and provided with further details. If your child is carrying out virtual work experience this will take place from home. Log on details will be sent to students before the experience starts via their school email from a company called Speakers for Schools. Please ensure you test your internet connection and that students test their log on details before the 15th July.

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

It is now important that as parents/carers you contact the employer about the points below:

- 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.
- **Ensure you are aware of your start and finish times**
- **Ensure you know the dress code**
- **Ensure you have researched how to get to the placement**
- **Think about Lunches and breaks, do you need a packed Lunch?**

Whilst on your placement we wish students to complete their work experience diaries and bring them in September to their form tutor. A teacher will be in touch with the company during the placement to check on progress. Please email Mrs Sweet CSweet@etonecollege.co.uk if there are any issues whilst on placement.

If students are absent they will need to notify the placement and the school by message.

We remind all students that the school mobile phone policy should still be followed whilst on work experience as many employers do not allow mobiles in work hours. We also wish students to remember that they are representing themselves and the school whilst on placement and they are to behaved in a punctual and respectful manor.

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

We hope you enjoy your time at work.

Mrs Barlow



Etone College
Leicester Road
Nuneaton
Warwickshire
CV11 6AA



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

024 76 757300

Etone College

etone.college

postbox@etonecollege.co.uk

