



4<sup>th</sup> October 2024

Dear Parents/Carers

**Etone College – Year 9 Work Experience Day**

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

Etone College are offering our Year 9 pupils the opportunity to experience the world of work on **Thursday April 3<sup>rd</sup> 2025**. The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to exciting opportunities. It is expected that all students should participate in this experience.

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 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.
- In order to ensure that students gain a new experience we request that they do not attend their previous primary school or a school where they have siblings.

Placements should not be 'high risk' (no factories if you are working on the factory floor, industrial sites or alcoholic sales) we require a copy of the Employers liability insurance unless as a parent, you are happy to take responsibility for your child's safety whilst on the placement. A letter is attached for you to give to the placement no later than 2 weeks before the placement begins. **In the rare case that pupils are unable to secure a placement, they will be required to remain in school in normal lessons on the day.**

Please complete the following link to input the details of the placement <https://forms.office.com/e/u74jeDbZev> no later than 16<sup>th</sup> February 2025. Please also report any changes to your child's OSA2 Medical Consent Form. 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 Sweet

Yours faithfully

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

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



## **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 friends and 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 as long as parents and carers are happy to take responsibility for their child whilst they are on the placement

### **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.

### **Can I work in a garage or building site?**

You can but you must not take part in any high-risk activities, these placements will involve mainly observing working practice or working in admin

### **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. All companies should have Employers liability insurance. As a parent if you are taking responsibility for your child you should check that the company has insurance in place.

### **Further support**

There is an online Teams meeting to support with work experience on November 28<sup>th</sup> at 4.00. The link to say you wish to receive a link to join the meeting is below.

<https://forms.office.com/e/TZDnqCLiU>



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