



Etone College
www.etonecollege.co.uk

Dear Parents/Carers

Etone College – Year 10 Work Experience

Etone College are offering our Year 10 pupils the opportunity to experience the world of work between the dates of 14th July to 18th July 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 will attend a work experience placement.

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."

There will be an online Teams parent's session to support work experience on November 28th at 4.00. This will also be recorded and on our website where copies of all letters can also be found. The link to say you wish join the online Teams session is below. Once you have inputted your contact details a link will be emailed to join the Teams session.

<https://forms.office.com/e/TZDnqCL1iU>

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
- 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.

Some specific requirements to note for pupils 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.
- Work Experience is compulsory for all students. Students are responsible for finding their own placements.

Placements should not be 'high risk' (no factories if working on the factory floor, industrial sites or alcoholic sales). A letter is attached for you to give to the placement no later than 2 weeks before the placement begins.

Please complete the following link to input the details of your placement <https://forms.office.com/e/NUMPqkdqps> no later than May 5th 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 Mrs Sweet 02476757300

Yours sincerely

Mrs L Barlow
Careers Leader

Mr I Smith
Headteacher



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

Etone College
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Etone College

etone.college

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Frequently Asked Questions

Can we help secure a placement?

Unfortunately, we are unable to assist on this occasion. Placements are to be secured through family members or relations, or by canvassing local employers. CV and Work Experience help is available on our website.

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.

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 at garages and building sites and factories?

As long as you are not 'on site' or taking part in high risk activities you can. For example, helping on reception, in the shop or watching activities are permitted.

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.

Where can I find help:

<https://matrixacademytrust.co.uk/careers/etone-college/>



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