



Etone College
www.etonecollege.co.uk

Dear Employer

Etone College –Work Experience

Firstly, thank you for offering a work experience placement to our students from 14th – 18th July 2025. This is an invaluable experience for students which enables them to be more employable in the future. We hope that whilst with you students can experience a variety of roles in your organisation.

I wish to make you aware of some specific requirements to note for pupils on work experience:

- 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.
- Comply with any COVID restrictions in place.
- Please ensure that any students are made aware of policies such as use of mobile phones, safeguarding procedures or general conduct.
- You must complete a health and safety briefing with students on arrival to the placement

Placements should not be 'high risk' and you must ensure your placement has the appropriate insurances, risk assessments and health and safety procedures in place, including employers' liability insurance. Students can work in factories, garages etc but they must not be undertaking any high-risk activities whilst in these industries.

Please email a copy of your **Employers liability insurance** certificate including your **company name and the name of the student placed** with you, ssheikh@etonecollege.co.uk no later than **20th June 2025**. A student cannot attend work experience without the school seeing a copy of this policy. Alternately a paper copy of the insurance can be sent to the student to bring into school.

If any concerns (including safeguarding) arise during the placement please contact Mrs Price or Mrs Barlow at Etone college.

A member of staff will call during the placement to check students' progress and students will have a work experience diary to complete whilst on placement.

If students are unwell whilst on placement they have been asked to call the employer directly and the school for each day of absence in order to keep everyone informed.

Students should not be left working with adults known to be on the DBS barring list, or working alone for a long period of time with any one person if they have not obtained a DBS check (for example, a driver's mate). Students can work with one individual without need for a DBS check as long as other individuals are nearby.

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

Yours sincerely

Mrs L Barlow
Careers Leader

Mr I Smith
Headteacher



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Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

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Etone College



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