Etone College
www.etonecollege.co.uk

Dear Parents/Carers

Etone College – Year 12 Work Experience

Etone College are offering our Year 12 and 10 pupils the opportunity to experience the world of work between the dates of the 12th July to 19th July 2027.The aim of the experience is to inspire pupils' exploration of different careers, expand their networks and open their eyes to exciting opportunities.

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 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 taking on work experience are:

- Pupils must only work during the daytime (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
- We do allow students to carry out work experience at their part time place of employment but work experience is a non-paid experience and any discussions around payments are not the responsibility of the school. We do encourage students to gain as many different opportunities as possible.

Placements should not be 'high risk' (no factories, 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 with details of your placement by no later than **May 5th 2026.** Please also report any changes to your child's OSA2 Medical Consent Form.

https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=hVh-eMTdU0Wnv6udzkyo6g7NpwK0KHtEmILbHxEQmZpUQ0g0R0YwQ1U3MDgzVk85VDRJNVhFRFdSQS4u

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.

There is an online Teams meeting to support with work experience on December 10th at 4.00pm. Please use this link to join [Parents WEXP meeting | Meeting-Join | Microsoft Teams]

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

Yours sincerely

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. 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 unless they are over 18.

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.

Can I work at my current part time job?

Yes, however work experience is not paid so any discussions around payment are the responsibility of individual students.

Where can I find help:

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