Etone College
www.etonecollege.co.uk

Dear Parents/Carers

Etone College – Year 9 Work Experience Day

Etone College are offering our Year 9 pupils the opportunity to experience the world of work on the **5th March 2027**. 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 take part in one day's work experience. This can be with a family member or a friend of the family. 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 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
- 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. An employers 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 link below to input the details of the placement by no later than the **16th April 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 will be an online Teams meeting for parents at 4.00pm on the 10th December. 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 S Sheikh on 02476 757300.

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.

What if my child cannot secure a placement?

Pupils who cannot find a placement will attend school as usual.

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Matrix Academy Trust
EDUCATION WITHOUT EXCEPTION

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