Etone College
www.etonecollege.co.uk

Dear Employer,

Etone College –Work Experience

Thank you for taking one of our students on placement on the **5th March 2027**. This is an invaluable experience for students which enables them to be more employable in the future. We hope that whilst with you, our student can experience a variety of roles in your organisation.

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.
- Please ensure students are made aware of any policies such as safeguarding, use of mobile phones and general conduct before the placement begins.

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.

Please email placement details along with a copy of your Employers Liability Insurance certificate to Mrs Sheikh at SSheikh@etonecollege.co.uk by no later than the **16th February 2027**. A student cannot attend work experience without the school seeing a copy of this policy.

If any concerns (including safeguarding) arise during the placement, please contact Mrs Barlow.

Students should not be left working with adults known to be on the DBS barring list.

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

Yours sincerely

Mrs L Barlow
Careers Leader

Mr I Smith
Headteacher