



Key Stage 3 - Experiencing Work Day

Dear Employer,

Since September 2025, the government has placed a greater emphasis on ensuring Key Stage 3 students gain a stronger understanding of the world of work through increased interactions with employers and employees. As a school, we fully support this focus and believe these experiences are essential in helping students prepare for their futures.

To provide students with a meaningful opportunity to experience a real working environment, we are asking parents, carers, and family friends (aged 21 or over) to take their son, daughter, or student to work with them for the day. This approach helps students feel supported and confident as they gain insight into what a typical working day involves.

These experiences play a vital role in:

- Developing students' understanding of key employability skills.
- Providing insight into work-related relationship they will need to build and maintain.
- Helping students recognise the importance of soft/transferable skills, which as a college we refer to as employability skills.
- Allowing students to undertake simple work-related tasks.
- Giving students the chance to demonstrate the employability skills they have, in a real-life setting.

In our parental letter outlining the Experiencing Work Day, parents, carers, and family friends have been asked to **speak with employers in advance** to ensure they are happy to support this initiative.

We would like to take this opportunity to thank you, as an employer, for making this day possible and for welcoming our students into your workplace.

To help students gain the maximum benefit from the day, it would be greatly appreciated if they are able to observe:

- The normal start to the working day (e.g., signing in, preparing for the day).
- A range of tasks that the employee would typically undertake.
- Break and lunch arrangements, including expectations around these.
- How employees work towards and complete their daily goals and tasks to support the success of the business.
- How the working day concludes, including expectations for finishing and closing down tasks.

Our Brixham College website has a dedicated page for our Experiencing Work Days.

[Careers, Brixham College](#)

A VALUES LED COLLEGE

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This includes:

- A copy of the **Employability skills** we promote, reflecting the many qualities employers consistently value.
- The **Torbay Council list of Prohibited Tasks** that students under the age of 16 must not undertake is also published.

Thank you once again for your support with this initiative. Should you have any queries or questions, please do not hesitate to contact Lizzie.Aston@brixhamcollege.tsat.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lizzie Aston'. The signature is written in a cursive, flowing style.

Lizzie Aston
Assistant Principal