

20th April 2023

Dear Parent/Carer

Take Your Child to Work Day

Your son/daughter is invited to participate in this year's "Take Your Child to Work Day" on **Tuesday 11th July 2023**. We hope that every student in year 10 will be able to organise a suitable day's experience with a parent, relative or someone you know well. Your help is greatly appreciated in organising this for your son/daughter and we hope that this relatively long period of notice will give you time to make all appropriate arrangements.

The aims of the day are for students to:

- gain an awareness of a workplace organisation;
- find out about the jobs that are available in different organisations;
- develop an awareness of the skills and qualifications that are required in the workplace;
- consider the need to develop an individual learning plan towards employability.


During the work day, all students will have a booklet of activities to complete called 'My Work Shadowing Day Journal', which will direct their learning. These booklets will be handed out by their form tutor well in advance of the work day in order to allow students time to prepare; there will then be some follow-up activities on their return to school.

Parents should use their own judgement about where their son/daughter goes and I would like to stress that the focus for students will be observation and fact-finding. **The day is not intended to be a hands-on work experience placement and, therefore, for insurance purposes students should be treated as visitors and not workers, as the school cannot be held responsible for your son/daughter while he/she is in the workplace.**

We hope that every student will be able to take part in this project. On the day itself, the whole year group will be off-timetable, however students who do not participate in the scheme will attend school as usual and participate in an online virtual work experience.

We would appreciate your support in organising a suitable, worthwhile experience for your son/daughter. Please complete the parental consent form [here](#) by **Tuesday 6th June**. If you require further information and advice, in the first instance, please contact either Miss Pinches or Mrs Mason.

Yours faithfully



Mrs S Jenner
Headteacher



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